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webTA 4.2 Leave Transfer Program Manager

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T&A Processing

PROCEDURE MANUAL
webTA 4.2 Leave Transfer Program Manager

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Latest Update Information

Section	Description of Change
webTA 4.2 Leave Transfer Program Manager Procedure	This is the first issuance of the webTA 4.2 Leave Transfer Program Manager procedure manual.

Accessibility for Users of Assistive Technology with webTA 4.2

The National Finance Center (NFC) is committed to providing applications that comply with Section 508 of the Rehabilitation Act. It is our goal to provide a robust and user friendly experience by taking advantage of modern standards and guidelines.

Navigation within Frames

Online help utilizes embedded frames. To navigate between embedded frames:

1. Select ***Help***. The browser opens. By default, the focus is in the content pane.
2. Press the **Tab** key to move the focus to the Related Topics (if any).
3. Press the **Enter** key to open a related topic link.

   OR

   Press the **Tab** key to move the focus to the Table of Contents.
4. Press the **Enter** key to open a different help topic link.

Navigation with Keyboard Shortcuts/Commands

- To move forward from link to link or to interactive elements, press the **Tab** key.
- To move backward from link to link or to interactive elements, press the **Shift** + **Tab** keys.
- To select hyperlinks, press the **Enter** key.
- To select buttons, press the **Enter** key.
- To navigate and select radio buttons, press the **up** and **down arrow** keys.
- To select and deselect check boxes, press the **spacebar**.
- To navigate and select dates from the Calendar picker, use the following options:
  - To move to the day to the left, press **Control (Ctrl)** + **left arrow**.
  - To move to the day to the right, press **Ctrl** + **right arrow**.
  - To move to the row above, press **Ctrl** + **up arrow**.
  - To move to the row below, press **Ctrl** + **down arrow**.
  - To change the month, press the **page up** or **page down** key.
- To navigate and select options from combination boxes, use the following options:
  - To view all options, press the **spacebar**.
  - To move through options, press the **up** and **down arrow** keys.

    - To select an option, press the **Enter** key.
- To navigate and select options from a selection box, press the **up** and **down arrow** keys.
- To navigate and select options from the Role selection box, use the following options:
    - To view all options, press the **Enter** key.
    - To move through the options, press the **Tab** key.
    - To select an option, press the **Enter** key.
- To navigate and select options from the Transaction Code selection box on the Timesheet pages, use the following options:
    - To move through the options, press the **up** and **down arrow** keys.
    - To select an option, press the **Enter** key.
    - To clear current options, press the **Backspace** key once, then type the search criteria.
- To insert a daily comment on a Timesheet page, press **Shift** + **R**.
- To display and place the focus on Skip Link, press **Alt** + **P**.

Contact Information for Users of Assistive Technology

If you experience an issue due to accessibility as defined by the United States Access Board, please contact your Agency Servicing Personnel Office for assistance. Authorized Agency Contacts (AACs) listed in Table Management System (TMGT) Table 063, Department/Agency/Bureau Contact, Contact Type 04, should call the NFC Contact Center at **1-855-NFC-4GOV** (**1-855-632-4468**). When contacting the applicable person, please include all information regarding the function that you are trying to use within the application.

Typographical Conventions

Convention	Example
References to a button are indicated by Courier New font and in bold.	Select the **Save** button.
References to email addresses are indicated in italics.	For additional assistance, send email to *jane.doe@usda.gov*.
References to menu options are indicated in italics and in bold.	To print the Earnings and Leave (E&L) Statement, select ***File > Print***.
References to system messages are indicated by Courier New font and are italicized.	The message *Changes have been made. Save changes?* is displayed.
References to valid values are indicated by Courier New font and are italicized.	Valid values are **`None`**, **`End`** or **`Start`**.
References to actual data are indicated by Courier New font.	Enter `10` into the field.
References to telephone numbers are indicated in bold.	For assistance, call **1-800-555-1212**.

Feedback

You can provide feedback to NFC from within the Web version of the manual. Select the **Send Us Feedback** button on any page within the manual. A popup asking, Was this page helpful?, will appear for you to add comments. Your response generates an email that automatically identifies your exact location in the document so that we can better address your comments and/or questions.

Overview

webTA is a Web-based Time and Attendance (T&A) report application specially designed to meet the T&A reporting requirements for Federal Departments or Agencies and their employees. The application can be securely accessed with an Internet browser, allowing users the flexibility to enter T&A data from anywhere they have an Internet connection. Transaction Code (TC) and leave type tables are used to enter data in webTA. Once approved, the timesheets are picked up on scheduled build files and transmitted to NFC for processing. Once received, these T&A files are edited using the Time and Attendance Validation System (TIME) job.

Employee profile information is brought into webTA via a Payroll/Personnel System (PPS) daily feed from NFC. This information is retrieved from PPS after the Personnel Input and Edit System's (PINE) and the Personnel Update System's (PEPL) run each evening. This daily file updates all accessions and separations. New employee records should be added via this PPS daily feed. Only in special circumstances should an employee be added directly into webTA. This eliminates errors and maintains consistency between webTA and PPS. At the end of the pay period, additional information is updated after the Bi-Weekly Examination Analysis and Reporting System's (BEAR) run is complete.

webTA allows for both the Timekeeper and/or the Employee to enter and submit T&A data on a daily basis throughout the pay period.

webTA is used to:

- Maintain a personal information record for each Employee at a specific T&A contact point. This record contains Employee-related information needed for T&A reporting.
- Gather data entered for the purpose of recording attendance and leave, and for calculating Employee wages each pay period.
- Enter T&A data at any time during the pay period.
- Record daily time.
- Allow for the Timekeeper to enter and submit an Employee’s timesheet if the Employee is not available.
- Establish a default schedule for an Employee so that only absences from work or changes in the tour of duty must be entered.
- Enter scheduled leave in advance.
- Record cost accounting.
- Select TC and Accounting Codes from drop-down lists.
- Maintain accounting tables at the Agency level.
- Enter corrected/split/final timesheets.

- Perform certain edits to determine if the data is correct.
- Provide T&A related reports.

Timesheets are processed through TIME, which reads, collects, edits, audits, and validates the data for payment. All errors encountered are reflected on an error list, and timesheets in question are placed in an error suspense file. Timesheet errors are corrected by NFC and are again processed through TIME. After timesheets pass all edits and are validated, the database is updated for subsequent payment processing.

Timely submission of timesheets is necessary because of the impact on the Employee's pay. Timesheets should be completed on the last day of the pay period and processed as soon as possible. Timesheets should be transmitted to NFC no later than close of business the Tuesday following the last day of the pay period.

This section includes the following topics:

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Agency/NFC Responsibilities **10**
Record Retention Requirements **11**
Reference Material **11**
Reporting Capabilities **12**
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Related Systems and Applications

webTA data is displayed and/or interfaces with the systems and/or applications described below.

Adjustment Processing System (ADJP). ADJP provides automatic handling of a variety of payroll adjustments. This system processes adjustments due to corrected T&As and late personnel actions effective up to 1 prior year.

Bi-Weekly Examination Analysis and Reporting System (BEAR). BEAR analyzes payroll and personnel transactions that occurred during the processing of each pay period. BEAR generates a multitude of end-of-pay-period report notifications and generates certain personnel actions.

Employee Personal Page (EPP). EPP is used by employees to view payroll, leave, travel, health insurance, life insurance, and other personal information. It also displays news items from the Agency or NFC. EPP further allows employees to link to other sites, such as Thrift Savings Plan (TSP), Combined Federal Campaign (CFC) Give Back, etc. The Self-Service option of EPP is used to change an employee's residence address, Federal and State tax withholding, financial allotments, and direct deposit information.

EmpowHR. EmpowHR is a Human Capital Management system that is an integrated suite of commercial and Government applications that can be leveraged to automate common administrative tasks associated with human resource management and reduce internal operational costs using industry best practices.

Financial Management Modernization Initiative (FMMI). FMMI is an advanced, Web-based core financial management application that complies with Federal accounting and systems standards. FMMI provides a daily feed to webTA to update accounting codes.

FOCUS Reporting System (FOCUS). FOCUS is used to provide Agency offices with ad hoc reporting capabilities on an "as-needed" basis.

Information/Research Inquiry System (IRIS). IRIS is a menu-driven system used for inquiry access to an employee's current personnel data and certain historical payroll data as a result of transactions processed in PPS.

Insight. Insight is a comprehensive, enterprise-wide data warehouse with advanced reporting and business intelligence capabilities. Insight provides customers integrated data and flexible analytics to drive strategic business decisions.

Management Account Structure Codes System (MASC). MASC is an online system that provides users with direct system access to add, replace, delete, and query table data. MASC is composed of tables and accounting documents that contain support information for edits, references, reports, and identifiers used in application programs. This support information ensures that NFC maintains a high degree of data integrity and validity. It is important that MASC contains up-to-date and accurate data. The accounting codes entered in webTA are edited against MASC.

Payroll Computation System (PAYE). PAYE is the heart of the integrated PPS. It performs the complicated computation routines required to produce net salary data for disbursement and transmission to Treasury. In addition to creating disbursement data, PAYE also creates accounting records that are processed and reported through the Payroll Accounting System (PACS).

Payroll/Personnel Inquiry System (PINQ). PINQ is used as a tool for researching payroll-related inquiries received from employees and other sources. PINQ provides immediate access to at least 25 pay periods of current payroll data. Data entered in webTA is displayed in PINQ after it passes the TIME edits.

Personnel Input and Edit System (PINE). PINE is a subsystem of PPS. PINE edits data released from Payroll/Personnel entry systems, payroll documents, and position data. PINE edits the data before it is applied to the Payroll/Personnel database, comparing the employee's database record to the data being entered. PINE processes personnel actions and payroll documents Monday through Friday of each week and on the first Saturday of the pay period, regardless of the effective pay period. After the data is released to PEPL, it is retrieved during the pay period, and the information is displayed in IRIS.

Personnel Update System (PEPL). PEPL performs the update function of the personnel areas of the database. All documents passing validation through PINE are processed through PEPL for transmission to the database. The data is retrieved during the pay period from PEPL and displayed in IRIS. PEPL also produces a log of all transactions applied to the database, as well as utilization and management reports.

Position Management System Online (PMSO). PMSO is a real-time online database online system of PPS. PMSO allows Agencies to add, change, inactivate, reactivate, and delete/restore position data for immediate update to the PMSO database. PMSO also provides Agencies report generation and online inquiry capabilities for PMSO data and allows for complete control and management of position data.

Report Generator System (CULPRPT). CULPRPT is an online reporting system used to generate formatted payroll and personnel-related reports. CULPRPT reports are used to alert Agency staff to missing T&As or personnel documents, discrepancies in leave balances, and failure of TIME edits.

Reporting Center (RPCT). RPCT is a Web-based reporting application on the Application Launchpad of the NFC home page. RPCT offers Administrative, Financial, Personnel, Workforce, and Security reports.

Table Management System (TMGT). TMGT is a menu-driven database management system that provides direct access to table records containing selected data elements from the payroll/personnel, financial, and administrative systems. TMGT allows authorized users to view and update records, request reports, and view documentation data for various tables used in application programs. All TCs used in webTA are from TMGT Table 032, Transaction Codes.

Time & Attendance Validation System (TIME). The initial processing of timesheets is accomplished through TIME, which reads, collects, edits, audits, and validates the data for payment. All errors encountered are reflected on RPCT's T&A Error Analysis Report and the timesheet in question is placed in an error suspense file. The timesheet is corrected at NFC and is processed through TIME again. After the timesheet passes all edits and is validated, the data is updated on the database for subsequent payment processing.

Time Inquiry - Leave Update System (TINQ). TINQ is an online leave entry and correction system used to update leave data that is incorrect and cannot be corrected by submission of corrected timesheets. It is also used to transfer leave for employees participating in the Voluntary Leave Transfer Program (VLTP) and the Voluntary Leave Bank Program (VLBP), or the Emergency Leave Transfer Program (ELTP).

Agency/NFC Responsibilities

Listed below are the responsibilities of the primary organizations involved in processing and system maintenance.

Agency:

- Requests security access to webTA for HR (Human Resources) Administrator. The HR Administrator grants webTA access for webTA roles.
- Enters timesheet data for each Employee, as required by law and regulations.
- Certifies timesheets to be transmitted to NFC by established timeframes. Timesheets should be transmitted to NFC by the close of business on Tuesday following the end of a pay period.
- Corrects leave errors.
- Monitors timesheet-related status reports and takes measures to reduce timesheet rejections and leave errors.
- Monitors timesheets received by NFC to account for all active and full-time Employees.

National Finance Center:

- Processes T&A data within established timeframes.
- Reviews timesheet edit error messages and corrects the timesheet. Contacts the Agency for assistance as necessary.
- Monitors timesheets received to account for all active and full-time Employees.
- Provides reports.

Record Retention Requirements

For T&A data electronically transmitted to NFC, Agencies must maintain the certified T&A report and all appropriate supporting documentation for a 6-year period in compliance with General Records Schedule (GRS)-2 and the General Accounting Office (GAO) audit requirements.

NFC will maintain the personal payment history required in the Fair Labor Standards Act (FLSA) cases and court-ordered restorations as cited in the supplemental authorization NC1-16-79-5 to GRS-2.

Reference Material

Additional information regarding timekeeping and T&A processing may be found in the Time and Attendance Instructions (TNAINST) and the TIME Edit Messages procedures. To view these procedures, select **HR and Payroll Clients** from the **MyNFC** drop-down menu on the NFC home page. At the HR and Payroll Clients page, select the **Publications** tab and select the T&A Processing category to access these procedures.

Reporting Capabilities

webTA offers reports according to a user's assigned role(s).

Note: For information on reports within webTA (including examples of each report), see the Reports section of this procedure.

RPCT provides the following reports to assist Agencies in processing timesheets.

- Leave Error Report - Lists Employees with leave discrepancies. Discrepancies occur when the Employee's leave balance(s) on the payroll/personnel database and those on the timesheet for a particular pay period do not match. This report is produced each pay period a leave discrepancy exists.
- T&A Error Analysis - Lists Employees identifying timesheet edit errors corrected by NFC during the processing pay period.
- T&A Missing Personnel Actions - Lists timesheets with missing personnel actions which require an action to be taken by the personnel office before the timesheet can process.
- T&A Reject Report - Lists the total number of timesheets, valid timesheets, rejected timesheets, and the percentage of rejected timesheets by Department, Agency, and pay period.
- T&A YTD (year-to-date) Reject Report - Lists the total number of timesheets, valid timesheets, rejected timesheets, and the percentage of rejected timesheets by Department, Agency, and pay period from the first pay period of the chosen year though the selected pay period.
- T&As Not Received by NFC - Lists active full/part-time Employees whose timesheets were not received by NFC for the current processing pay period. It should be generated on the Tuesday, Wednesday, Thursday, and Friday mornings after all known timesheets have been electronically transmitted to NFC.

Roles

An Agency Security Officer (ASO) requests access for webTA HR Administrators. Roles are assigned in webTA by an HR Administrator at the Agency level. At least 2 weeks should be allowed for the request to be processed.

Note: Each webTA role is designated by a separate menu tab. webTA users will only see the tabs corresponding to the role(s) they are granted.

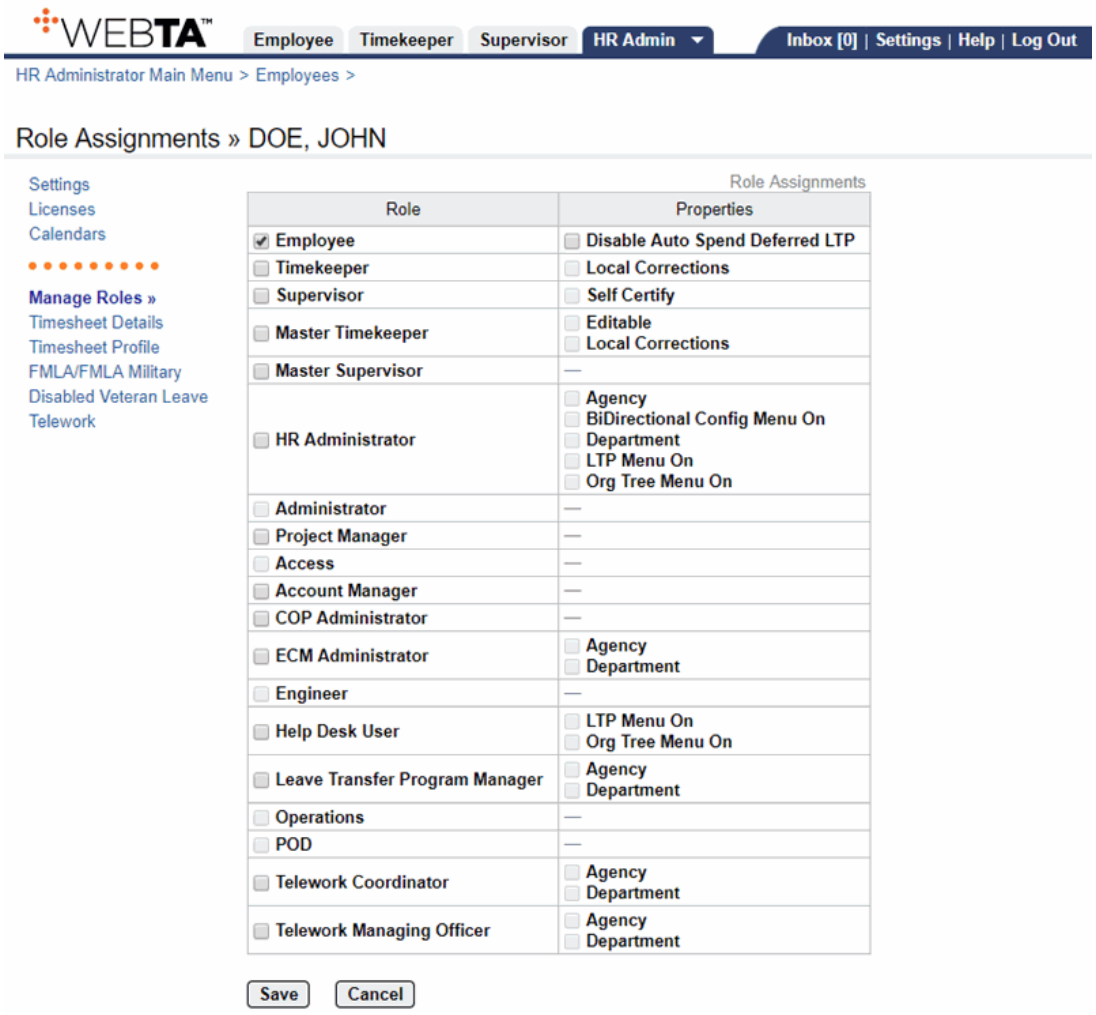

Figure 1: Role Assignments Page

The following roles are available in webTA 4.2:

Note: Access and specific properties of each role are determined by the selections made.

Employee

- Enters, edits, and submits timesheet.
- Sets up and modifies default schedule.
- Submits leave and premium pay requests to Supervisor.
- Views current and historical timesheet information.
- Generates a leave audit report.

- Submits requests and tasks to Timekeeper.

Note: The Disable Auto Spend Deferred LTP function prevents the Employee from using leave transfer program (LTP) hours that have been deferred.

Timekeeper

- Assigns accounting codes for Employee use.
- Selects and/or searches for an Employee record.
- Enters, edits, and validates timesheets data on behalf of assigned or delegated Employees.
- Reviews previously certified timesheet data.
- Manages an Employee's profile.

Note: These functions are limited to Employees who are assigned or delegated to them.

Note: The Local Corrections function enables the Timekeeper to make corrections to timesheets that are strictly for Agency purposes and will not be transmitted to NFC for processing.

Supervisor

- Selects and/or searches for an Employee record.
- Certifies timesheets before submitting to NFC.
- Reviews and approves or denies all leave and premium pay requests.
- Delegates supervisory role in the event of absence.
- Generates various reports.

Note: These functions are limited to Employees who are assigned or delegated to them.

Note: The Self Certify function enables the Supervisor the ability to certify his or her own timesheet.

Master Timekeeper

The Master Timekeeper has the Timekeeper role access plus the following unless the **`Editable`** selection is removed:

Note: When the Master Timekeeper role is selected, the **`Editable`** selection is checked by default. If removed, the Master Timekeeper will have read only access to all Employees within their organization.

- Overrides timesheet validation errors, if applicable.

- Assigns schedule templates to assigned Agencies and POIs (personnel office identifiers).
- Assigns shifts to assigned Agencies and POIs.

Note: The Local Corrections function enables the Master Timekeeper to make corrections to timesheets that are strictly for Agency purposes and will not be transmitted to NFC for processing.

Master Supervisor

The Master Supervisor has the Supervisor role access plus the following:

- Decertifies timesheets.
- Rejects timesheets.

Note: The Master Supervisor has access to all Employees within their organization.

HR Administrator

- Adds new employees, when required.

  Note: Employees should be loaded to webTA through the daily PPS feed from NFC.

- Provides administrative functions to manage Employees and leave transfer programs.
- Adds and edits Employee profiles and ensures records are processed for all Employees in an Agency.
- Manages Employee user accounts.
- Adds and edits user information.
- Generates reports.
- Includes the following function, if selected:
  - Agency - Enables the HR Administrator to edit all organizations and users under their assigned Agency. This function allows the HR Administrator read-only access to timesheet profiles and the bidirectional configuration settings located on the BiDirectional Configuration page.
  - BiDirectional Config Menu On - Enables the HR Administrator to access the BiDirectional Config menu, which includes daily, weekly, and global settings for updating Supervisor and Timekeeper assignments, specific leave types, and specific e-mail contact information. The HR Administrator must have the Department role function enabled in order to edit bidirectional configuration settings.

- Department - Enables the HR Administrator to access all organizations, Agencies, and users under the top-level organization. This function also allows the HR Administrator to edit timesheet profiles and, if properly licensed, edit the bidirectional configuration settings located on the Bidirectional Configuration page. If the Department function is enabled, the Associate Agencies with POIs option is included under the System Set Up section on the main menu.
- LTP Menu On - Enables the HR Administrator to access the Leave Transfer Program Management menu, which includes options to work with leave transfer program accounts, recipients, donations, and deductions.
- Org Tree Menu On - Enables the HR Administrator to access the Organization Management menu which includes options to add, move, edit, and delete organizations and sub-organizations.

Administrator

- NFC use only.

Project Manager

- Creates, modifies, and deactivates projects.
- Adds Employees to projects.
- Tracks hours charged to projects.

Access

- NFC use only.

Account Manager

- Enables and disables accounts.
- Enters account start and end dates.
- Filters accounts by fiscal year, program code, and function.
- Disables multiple fiscal year accounts at the same time.
- Reopens previously disabled codes.
- Generates reports.

COP (Continuation of Pay) Administrator

- Creates and manages COP accounts.

Configuration Manager

- NFC use only.

ECM (Emergency Contact Management) Administrator

- Accesses all organizations and users within an Agency.
- Accesses all organizations and users within a Department.
- Updates footer text that appears on the Employee's Emergency Contacts page.
- Generates reports.

Engineer

- NFC use only.

Help Desk User

- NFC use only.

Leave Transfer Program Manager

- Manages leave transfer recipient accounts based on level of responsibility (Department, Agency, POI).
- Creates and closes accounts.
- Reviews, approves, and/or denies leave donations from donors.
- Manages the leave transfer agreement disposal.
- Generates reports.

Operations

- NFC use only.

POD

- NFC use only.

Read Only

- NFC use only.

Telework Coordinator

- Reserved for future use.

Telework Managing Officer

- Reserved for future use.

Getting Started

webTA may be accessed from any computer or mobile device with an Internet connection. This allows users to complete T&A transactions from any location.

This section includes the following topics:

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Logging Out **27**
Sorting Lists **27**
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Logging In

Users may log in to webTA via:

- User ID and password
- eAuthentication (user ID and password)
- eAuthentication (Personal Identity Verification (PIV) or Common Access Card (CAC))

To Log In Using a User ID and Password:

1. Connect to the ***NFC Home page*** (***http://www.nfc.usda.gov***).
2. Select the **Applications** link. The Application Launchpad is displayed.

3. Select the ***webTA*** icon. The webTA Time and Attendance Application landing page is displayed.

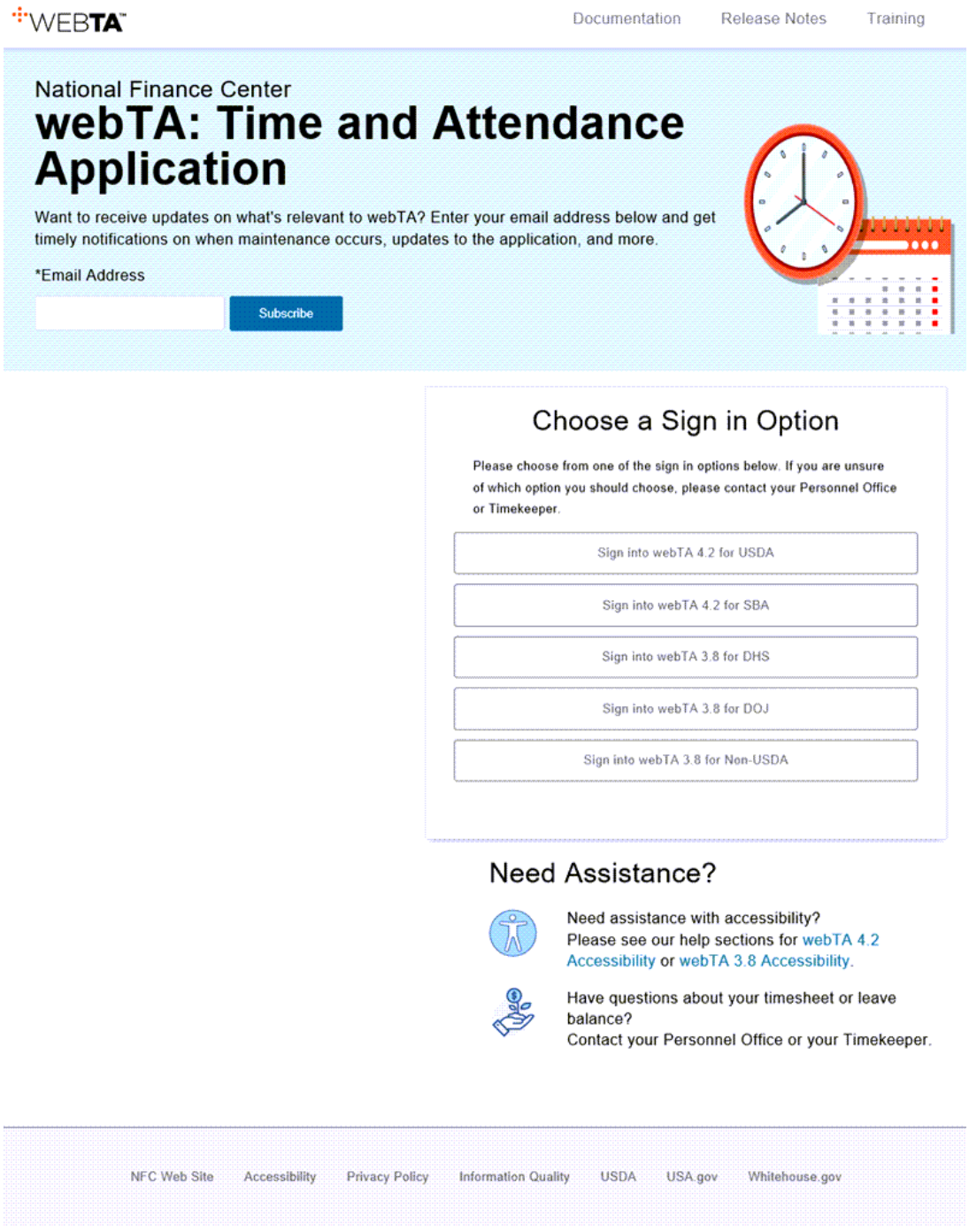

Figure 2: webTA Landing Page

4. Select the applicable webTA sign in option. The webTA login page is displayed.

Figure 3: webTA Login Page

5. Complete the following fields:

   User ID (see "***User ID Field Instruction - webTA***" on page 78)

   Password (see "***Password Field Instruction - webTA***" on page 78)

6. Select the **Log In** button. The webTA Main Menu page is displayed.

To Log In Using eAuthentication with PIV/CAC:

1. Connect to the ***NFC Home page*** (***http://www.nfc.usda.gov***).
2. Select the **Applications** link. The Application Launchpad is displayed.

3. Select the ***webTA*** icon. The webTA Time and Attendance Application landing page is displayed.

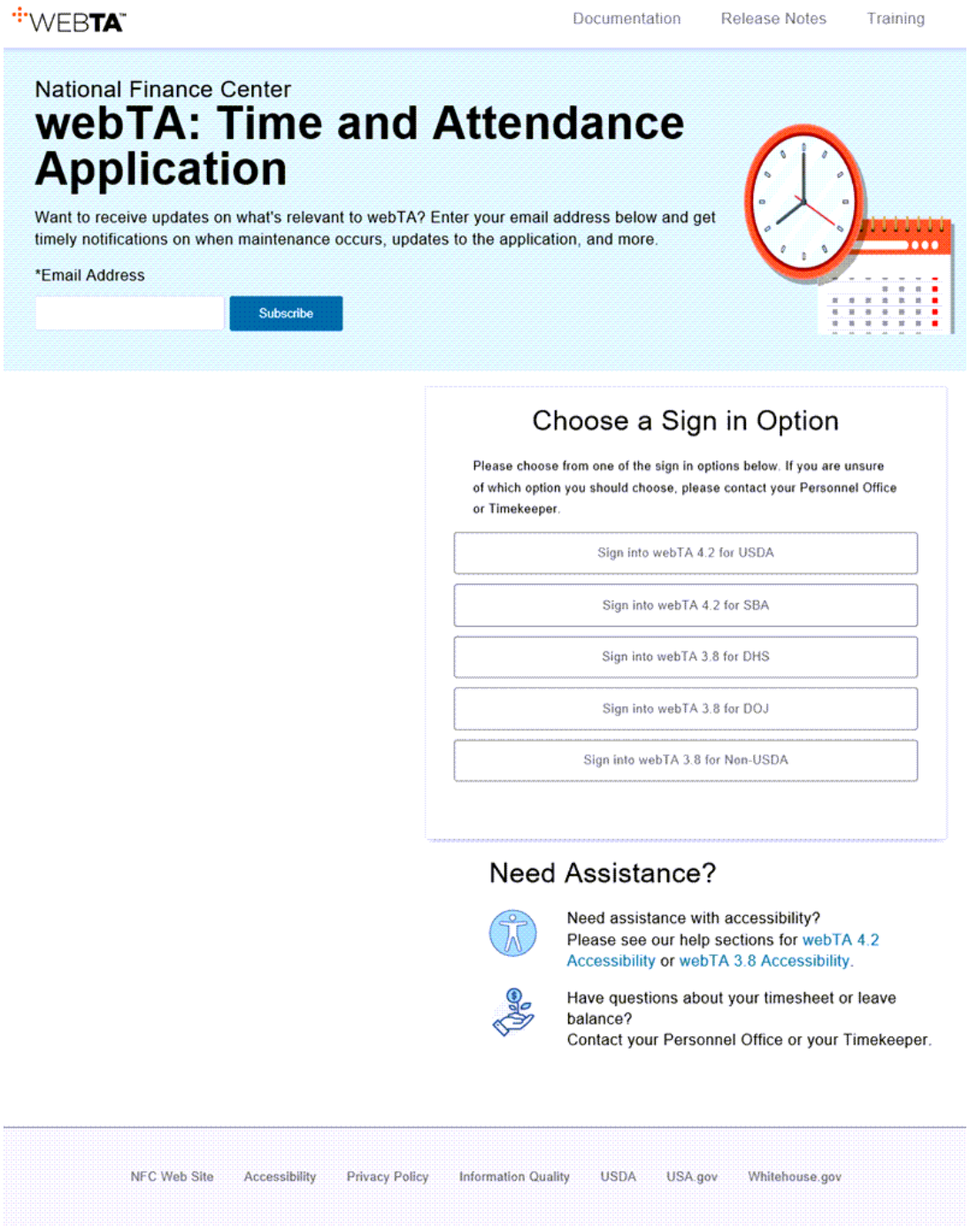

Figure 4: webTA Landing Page

4. Select the applicable webTA sign in option. The webTA login page is displayed.

Figure 5: webTA Login Page

5. Select the ***Click here to login via eAuth*** link. The eAuthentication login page is displayed.

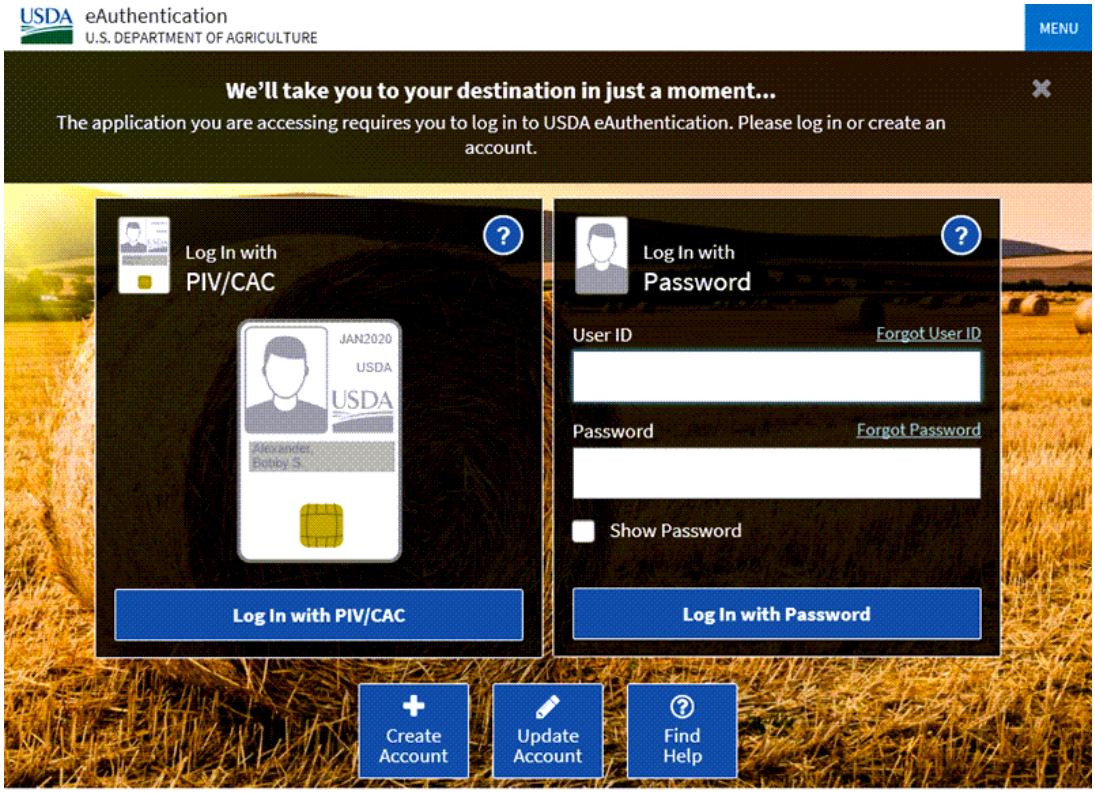

Figure 6: eAuthentication Log In Page

Note: At this point, you may have to select your Agency if you have not previously saved this information.

6. Select the **Log in with PIV/CAC** button. The Windows Security Select a Certificate page is displayed.

7. Select the **OK** button. The applicable Windows Security Smart Card popup will appear.

Note: Prior to selecting the **OK** button, ensure that the credential information displayed on the Certificate page is correct. If not, select the ***More choices*** option, select the correct credentials, then select the **OK** button.

8. Enter your PIN.

9. Select the **OK** button. The webTA Main Menu page is displayed.

To Log In Using eAuthentication with a User ID and Password:

1. Connect to the ***NFC Home page*** (***http://www.nfc.usda.gov***).

2. Select the **Applications** tab. The Application Launchpad is displayed.

3. Select the ***webTA*** icon. The webTA Time and Attendance Application landing page is displayed.

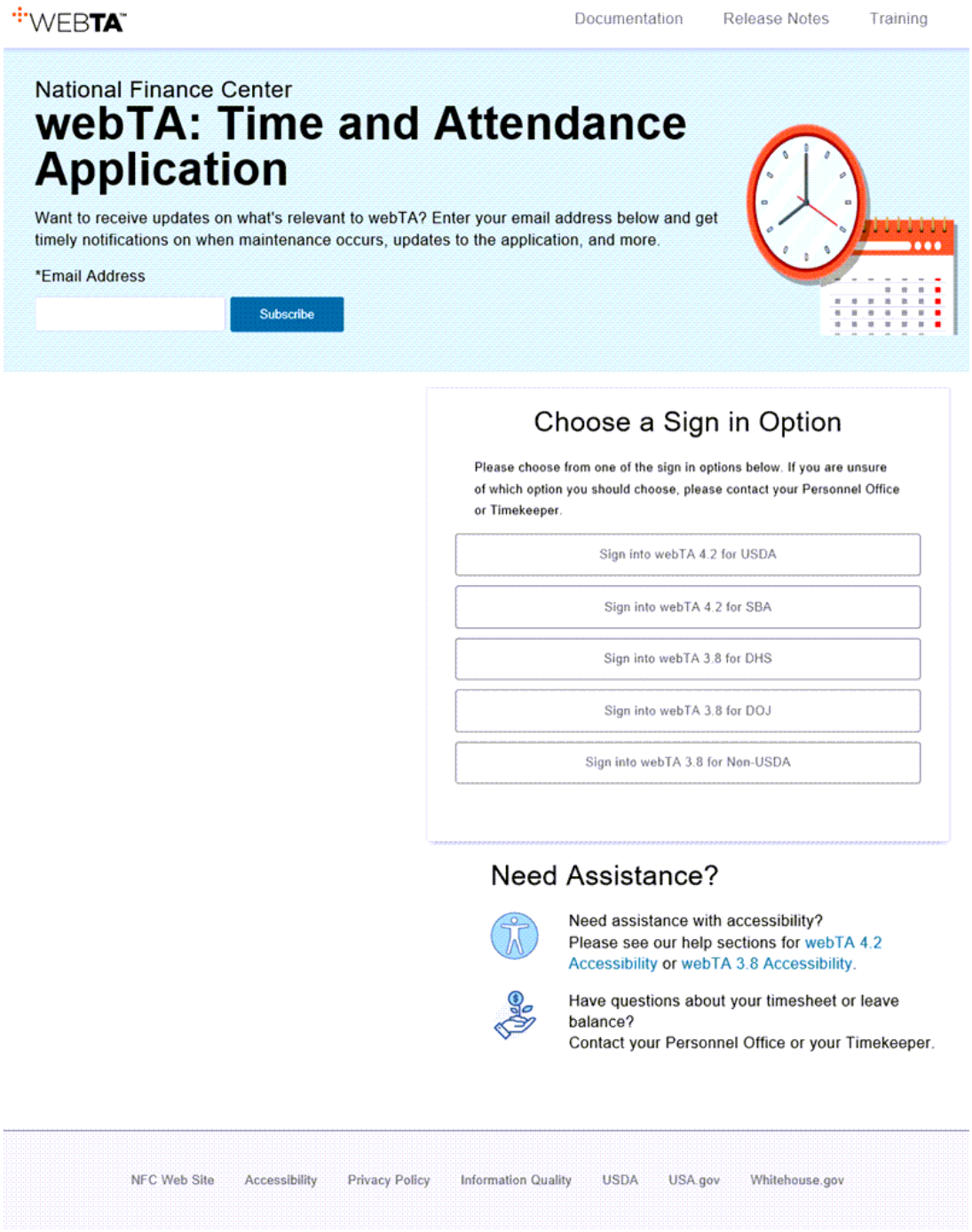

Figure 7: webTA Landing Page

4. Select the applicable webTA sign in option. The webTA login page is displayed.

Figure 8: webTA Login Page

5. Select the ***Click here to login via eAuth*** link. The eAuthentication login page is displayed.

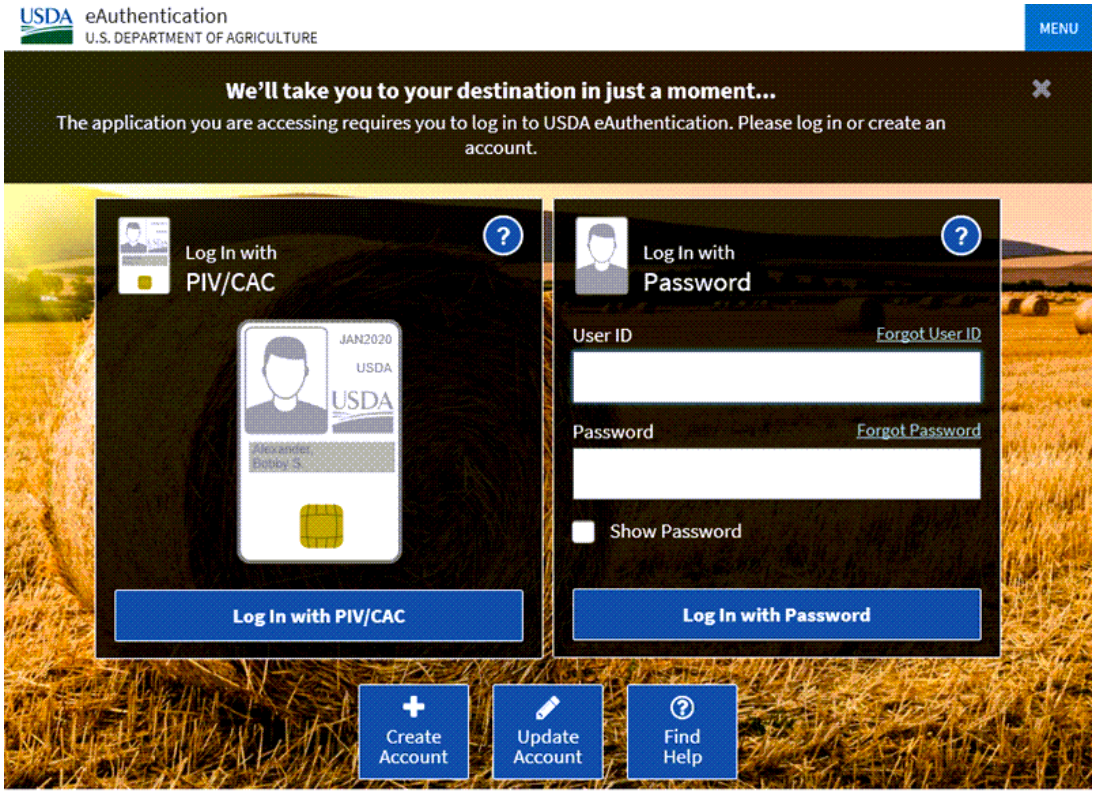

Figure 9: eAuthentication Log In Page

6. Complete the following Log In with Password fields:

User ID (see "***User ID Field Instruction***" on page 80)

Password (see "***Password Field Instruction***" on page 78)

7. Select the **Log In with Password** button. The webTA Main Menu page is displayed.

Logging Out

To exit webTA, select the **Logout** link from any page.

Sorting Lists

Some webTA pages have lists in a table format. Most of these lists can be sorted by selecting the arrow.

Note: Sorting a column sorts the entire table by row, not just the items in the column.

To Sort a List:

1. Select the header of the column to enable the arrow.

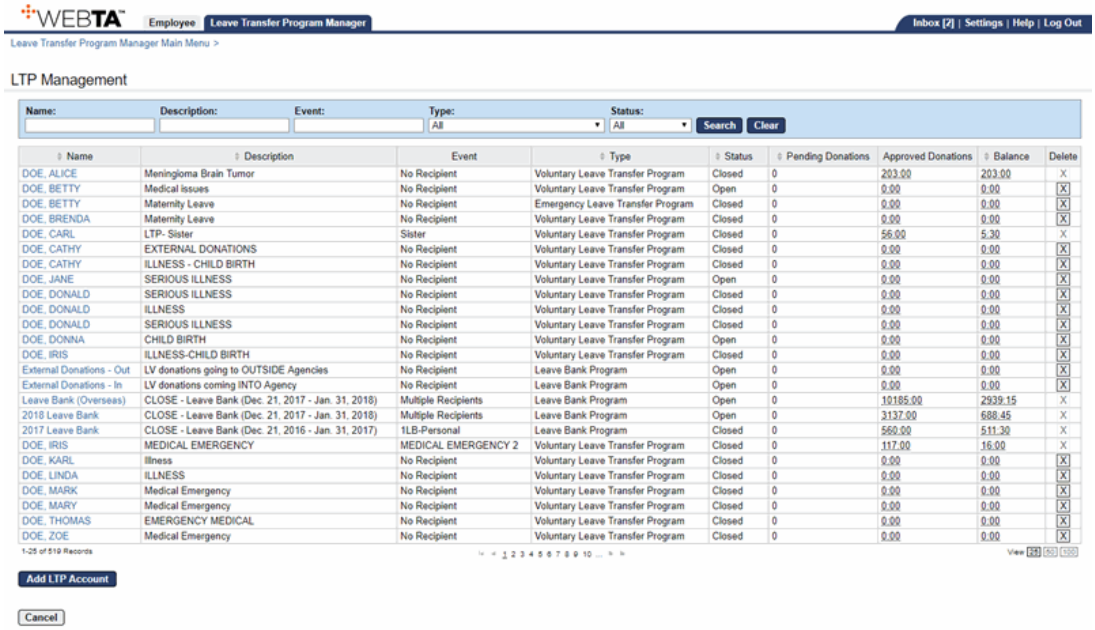

Figure 10: Example of a Page with Sorting Lists

2. Select the arrow to point down to sort the list in descending order.

OR

Sort the arrow to point up to sort the list in ascending order.

At this point, you may select the **Cancel** button to return to the Leave Transfer Program Manager Main Menu page.

Help

Help is available on all pages in webTA. Help pages contain a sidebar menu and a search feature. There is also a print feature available.

To Access Help:

1. Select the ***Help*** link on any page in webTA. A Help page is displayed.

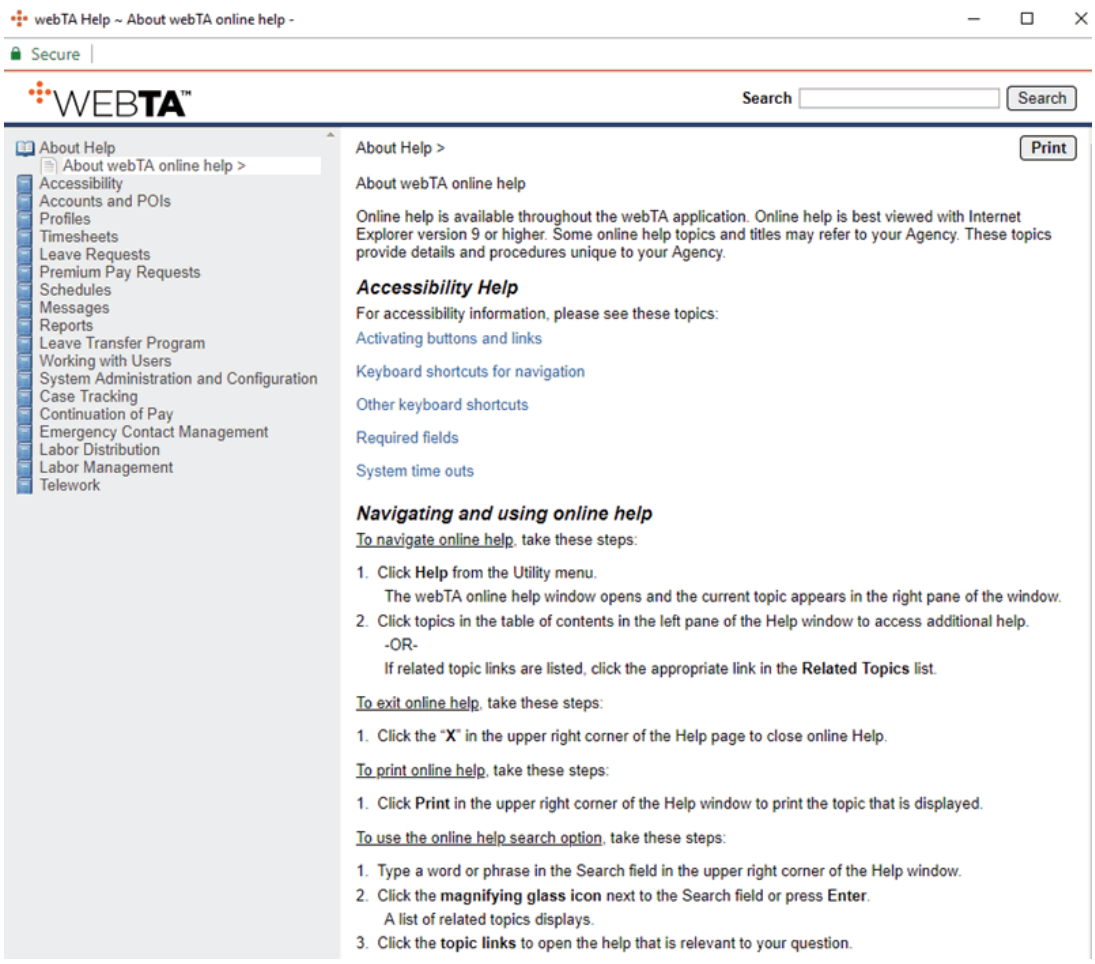

Figure 11: Example of a Help Page

2. Select the applicable topic from the sidebar menu.

OR

Enter search criteria in the Search field and select the **Search** button.

At this point, you may select the **X** to close the Help page and return to the previous page.

Leave Transfer Program (LTP) Management

The Leave Transfer Program Management function is used by Leave Transfer Program Managers to manage leave transfer programs. webTA provides management for the following three types of leave transfer programs and tracks transactions associated with each account:

- Voluntary Leave Bank Program (VLBP) - Leave banks are established to assist employees who are experiencing a personal or family medical emergency and have exhausted his or her available paid leave. Employees may contribute unused accrued annual leave to the leave bank. Any unused donated annual leave is returned to the leave bank.

  Note: An Agency is not required to establish a leave bank program.

- Voluntary Leave Transfer Program (VLTP) - Under VLTP, an employee may donate annual leave directly to another employee who has a personal or family medical emergency and who has exhausted his or her available paid leave. Any unused donated annual leave is returned to the leave donors.
- Emergency Leave Transfer Program (ELTP) - In the event of a major disaster or emergency as declared by the President that results in severe adverse effects for a substantial number of employees, the President may direct the Office of Personnel Management (OPM) to establish an ELTP.

  Note: In certain situations, OPM may also delegate an Agency to establish an ELTP.

Note: An employee may participate concurrently in VLBP and VLTP.

Leave Transfer Program Managers use the LTP Management page to manage the Leave Transfer Program. To access the LTP Management page, select the ***LTP Management*** link from the Leave Transfer program section on the Leave Transfer Program Manager Main Menu page. The LTP Management page is displayed.

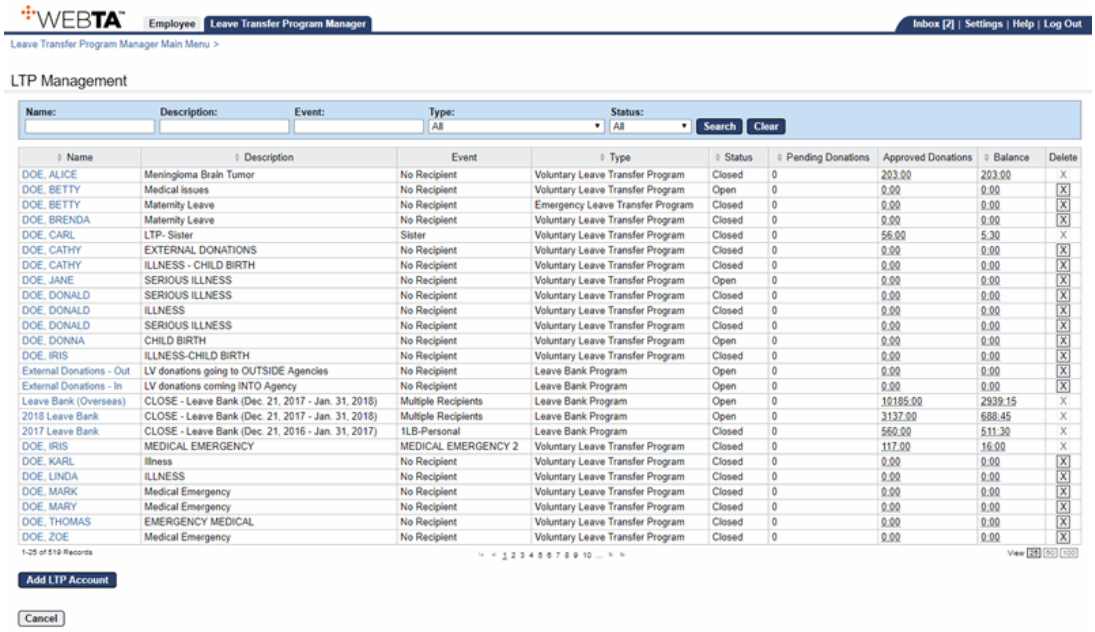

Figure 12: LTP Management Page

The LTP Management page defaults to **`All`** accounts. To view other account types, select the applicable account type from the drop-down list and select the **Search** button. Other account types available to view are **`Non-Closed`**, **`Open`**, **`Closed Pending`**, and **`Closed`**.

The following fields are displayed on the LTP Management page:

Name (see "***Name Field Description***" on page 78)

Description (see "***Description Field Description***" on page 76)

Event (see "***Event Field Description***" on page 77)

Type (see "***Type Field Description***" on page 80)

Status (see "***Status Field Description - LTP***" on page 79)

Pending Donations (see "***Pending Donations Field Description***" on page 78)

Approved Donations (see "***Approved Donations Field Description***" on page 76)

Balance (see "***Balance Field Description***" on page 76)

Delete (see "***Delete Field Description***" on page 76)

This section includes the following topics:

Voluntary Leave Transfer Program (VLTP) 33
Voluntary Leave Bank Program (VLBP).....57
Emergency Leave Transfer Program (ELTP).....73

Voluntary Leave Transfer Program (VLTP)

An employee must apply in writing to their Agency to become a leave recipient under VLTP by submitting OPM 630, Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program. If the employee is not capable of making the request, a personal representative may make the application on behalf of the employee.

For more information see:

Establishing a VLTP Account 33
Adding Leave Donations to a VLTP Account on Behalf of Employees.....38
Approving Donations to a VLTP Account.....44
Reverting a Leave Donation to Pending 47
Closing a Leave Recipient Account and Returning Unused Leave Donations 52
Deleting a Leave Recipient Account 56

Establishing a VLTP Account

Leave Transfer Program Managers establish VLTP accounts from the LTP Management page.

To Establish a VLTP Account:

1. Select the ***LTP Management*** link from the Leave Transfer Program section on the Leave Transfer Program Manager Main Menu page. The LTP Management page is displayed.

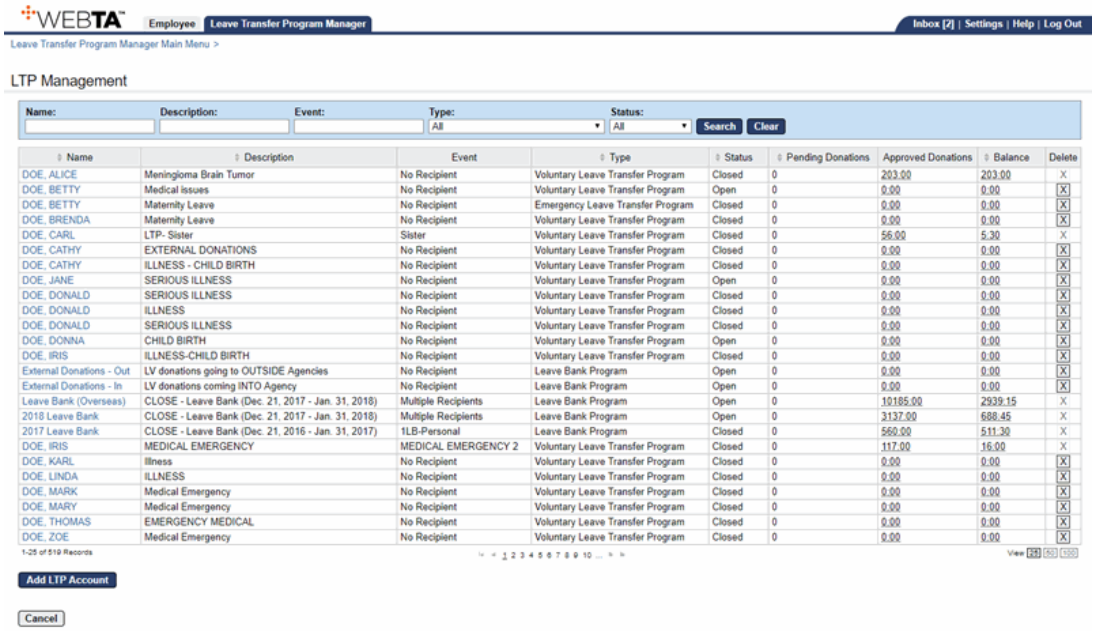

Figure 13: LTP Management Page

2. Select the **Add LTP Account** button. The Add LTP Account page is displayed.

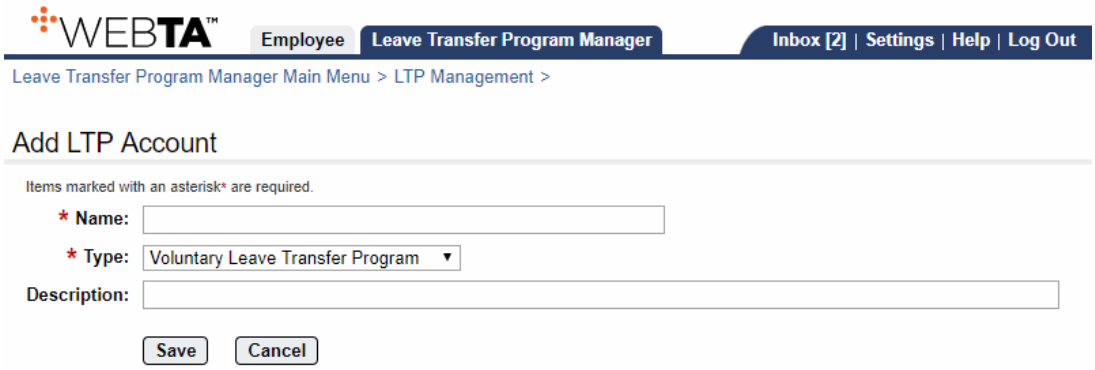

Figure 14: Add LTP Account Page

3. Enter a name for the leave transfer account. This is a required field.

4. Select **`Voluntary Leave Transfer Program`** from the drop-down list.

5. Enter a description or additional information regarding the VLTP account.

6. Select the **Save** button. The Edit LTP Account page is displayed with a message that the account was saved.

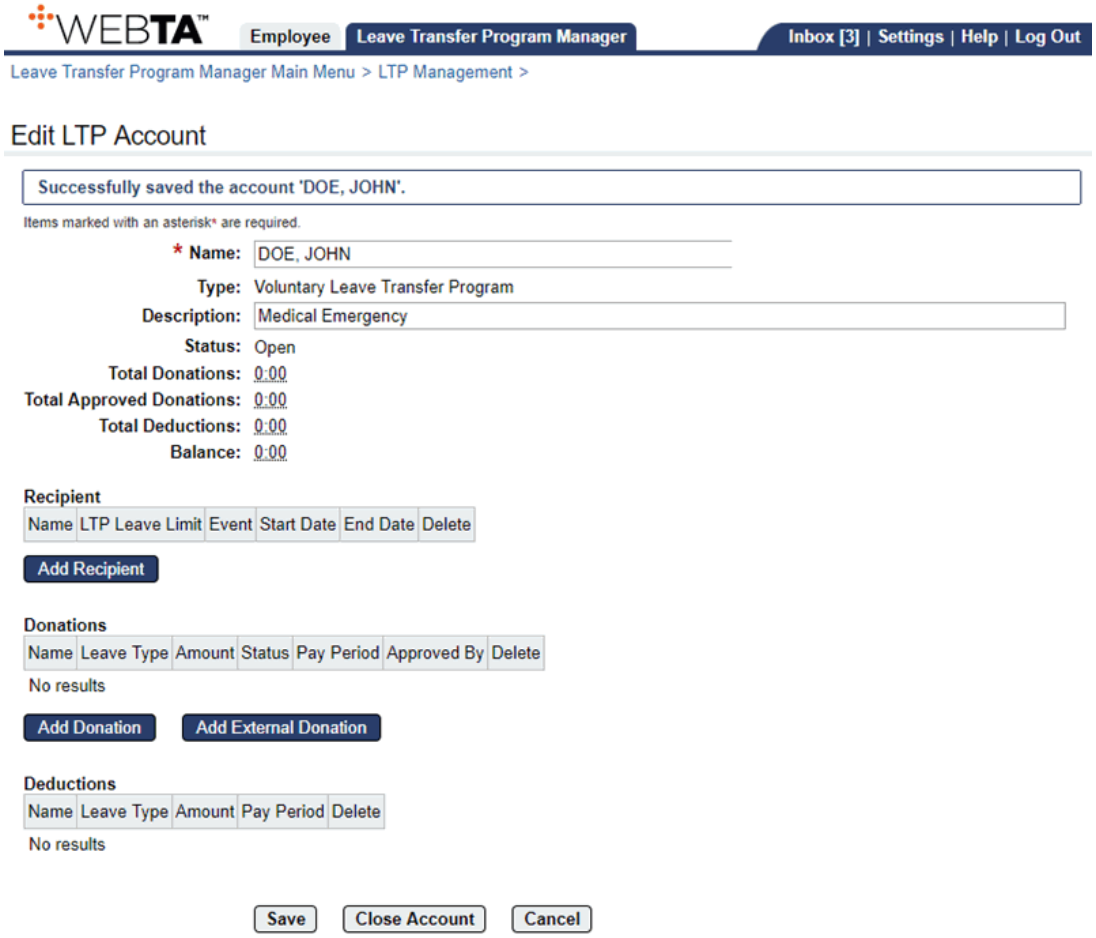

Figure 15: Edit LTP Account Page - Adding VLTP Account

7. Select the **Add Recipient** button. The Select Recipient page is displayed.

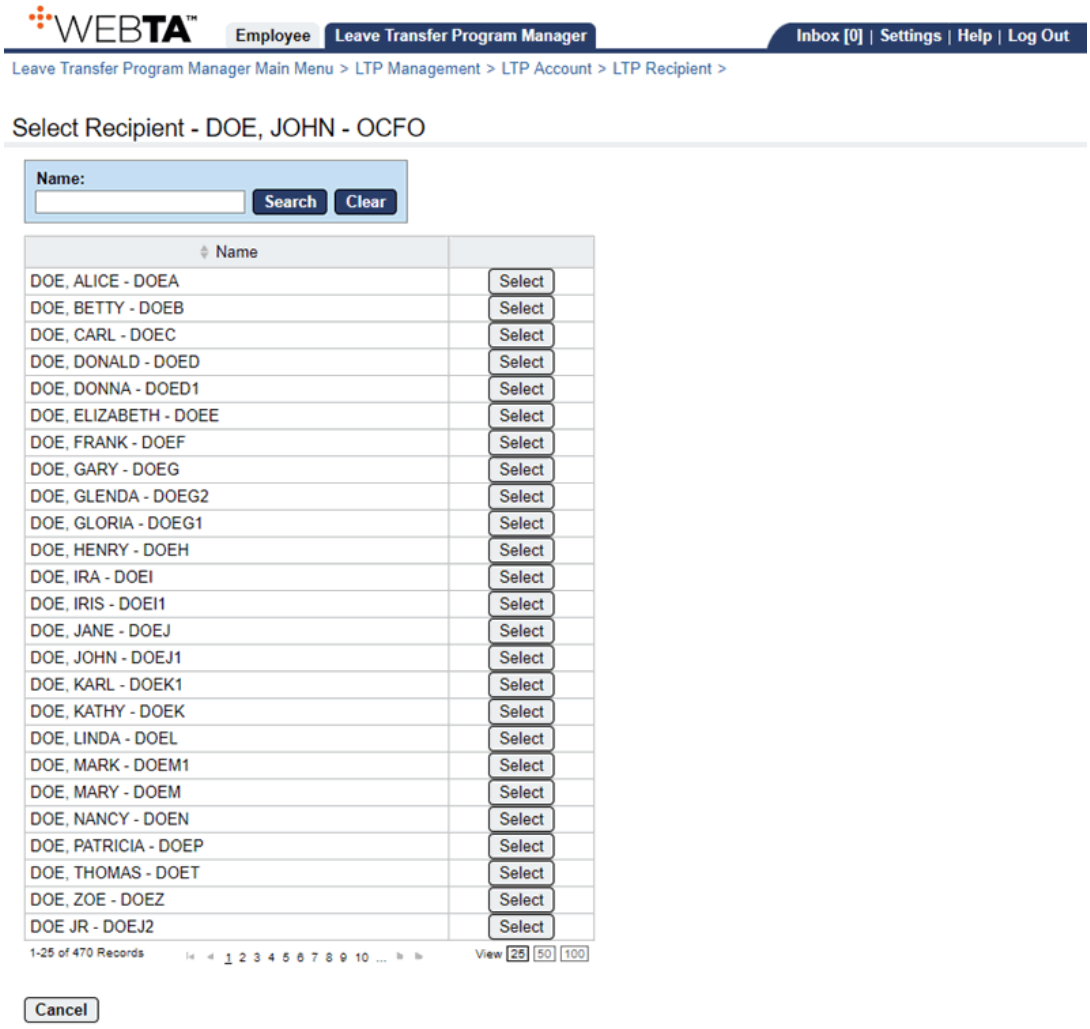

Figure 16: Select Recipient Page

8. Select the applicable recipient.

   OR

   Enter the recipient's name and select the **Search** button. The search results are displayed. Select the applicable employee.

The LTP Recipient page is displayed with the recipient's name and position data listed.

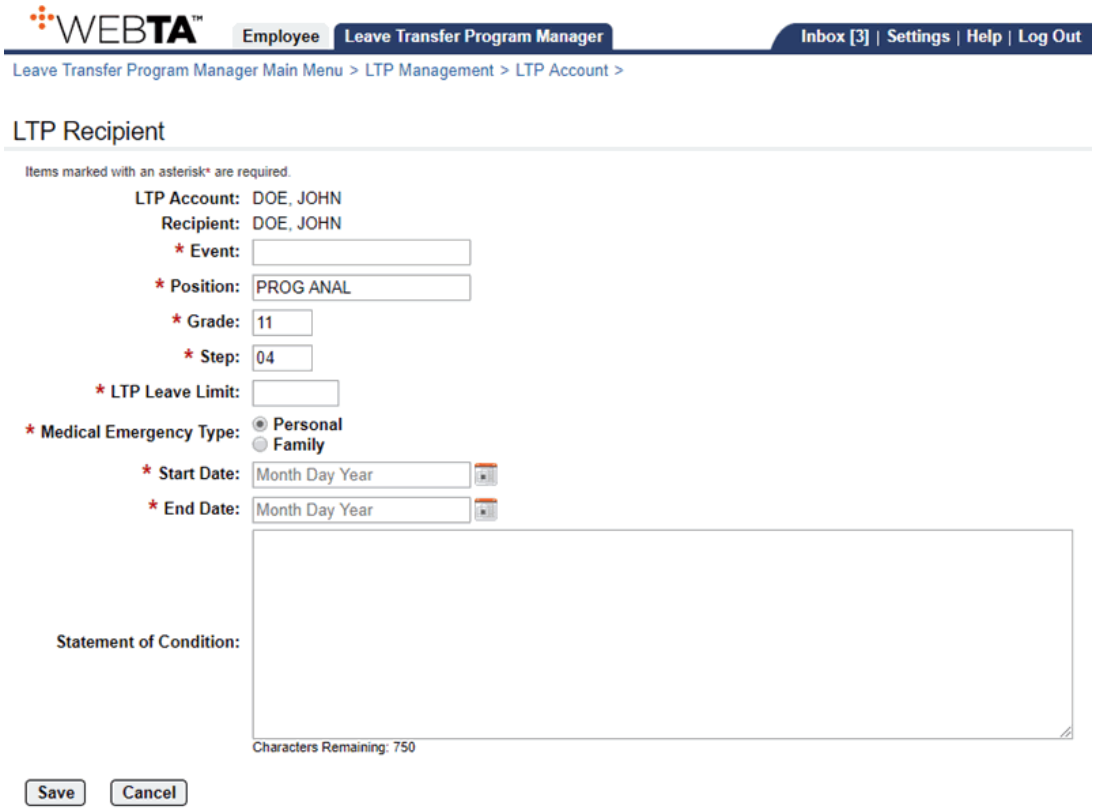

Figure 17: LTP Recipient Page - Adding Recipient

9. Complete the following fields:

Event (see "***Event Field Instruction (Required)***" on page 77)

LTP Leave Limit (see "***LTP Leave Limit Field Instruction (Required)***" on page 77)

Medical Emergency Type (see "***Medical Emergency Type Field Instruction (Required)***" on page 77)

Start Date (see "***Start Date Field Instruction - LTP (Required)***" on page 79)

End Date (see "***End Date Field Instruction - LTP (Required)***" on page 76)

Statement of Condition (see "***Statement of Condition Field Instruction***" on page 79)

Note: The Position, Grade, and Step fields are populated when the Recipient is selected.

10. Select the **Save** button. The message *Recipient saved* is displayed.

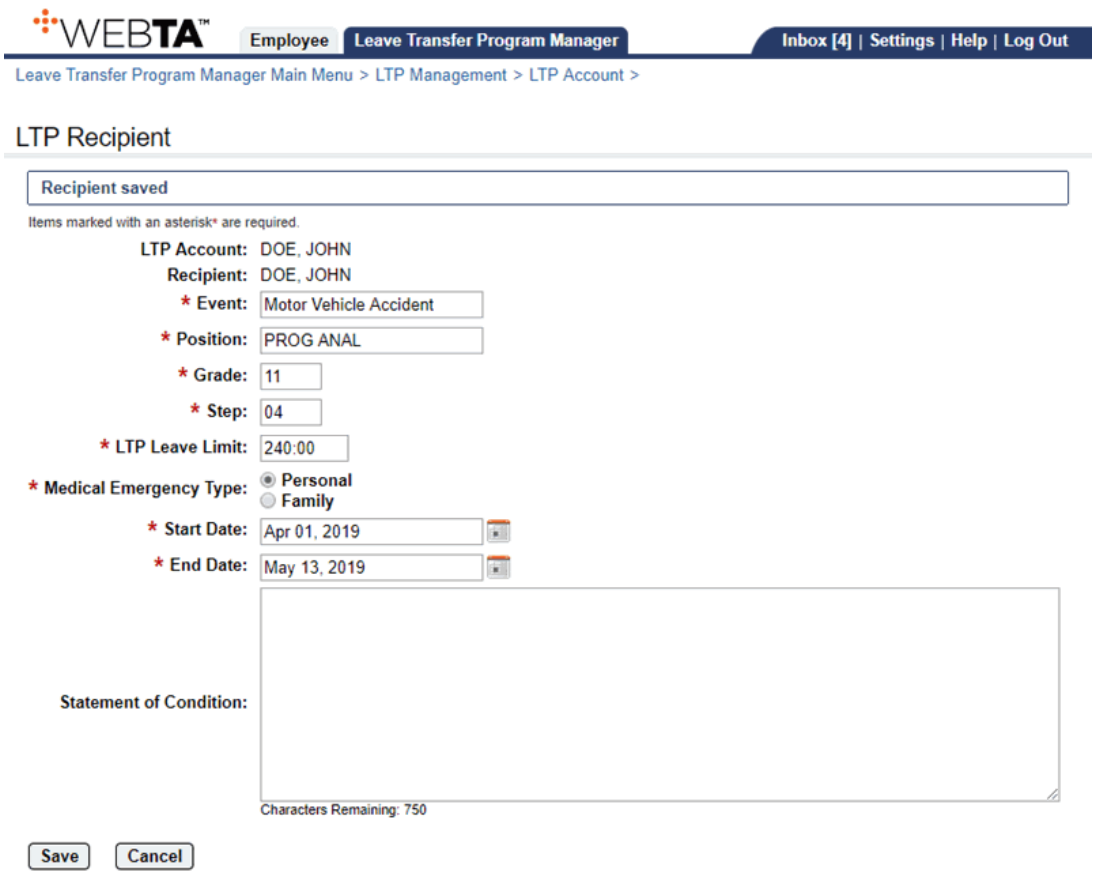

Figure 18: LTP Recipient Page - Recipient Added

At this point, the following options are available:

Step	Description
Select the **Save** button	Saves any changes you may have made. You remain on the LTP Recipient page. The message *Recipient saved* is displayed.
Select the **Cancel** button	Returns you to the Edit LTP Account page.
Select the ***Leave Transfer Program Manager*** tab	Returns you to the Leave Transfer Program Manager Main Menu page.

Adding Leave Donations to a VLTP Account on Behalf of Employees

Donations to leave transfer accounts can either be entered by the donating employees through the Leave Transfer Program section on the Employee Main Menu page, or they may be entered by a

Leave Transfer Program Manager from the LTP Management page. Donations must be approved before they can be used by an approved recipient.

Note: Donations received from outside the Agency must be entered by the Leave Transfer Program Manager.

To Add a Donation to a VLTP Account:

1. Select the ***LTP Management*** link from the Leave Transfer Program section on the Leave Transfer Program Manager Main Menu page. The LTP Management page is displayed.

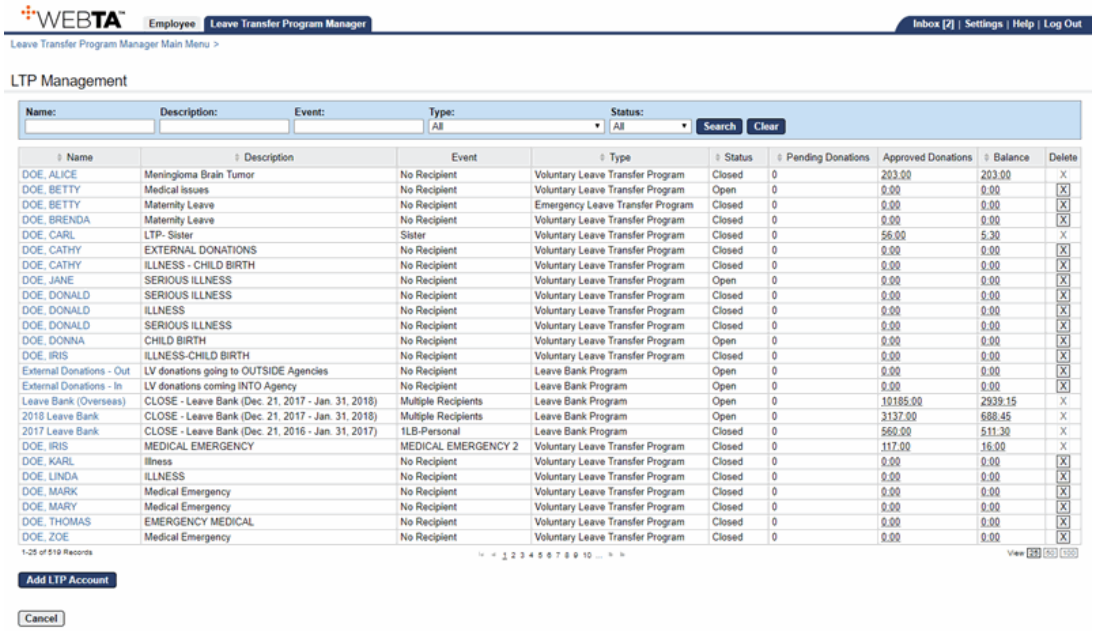

Figure 19: LTP Management Page

2. Select the applicable VLTP account to receive the donation.

   OR

   Enter the VLTP account name and select the **Search** button. The search results are displayed. Select the applicable account.

The Edit LTP Account page is displayed.

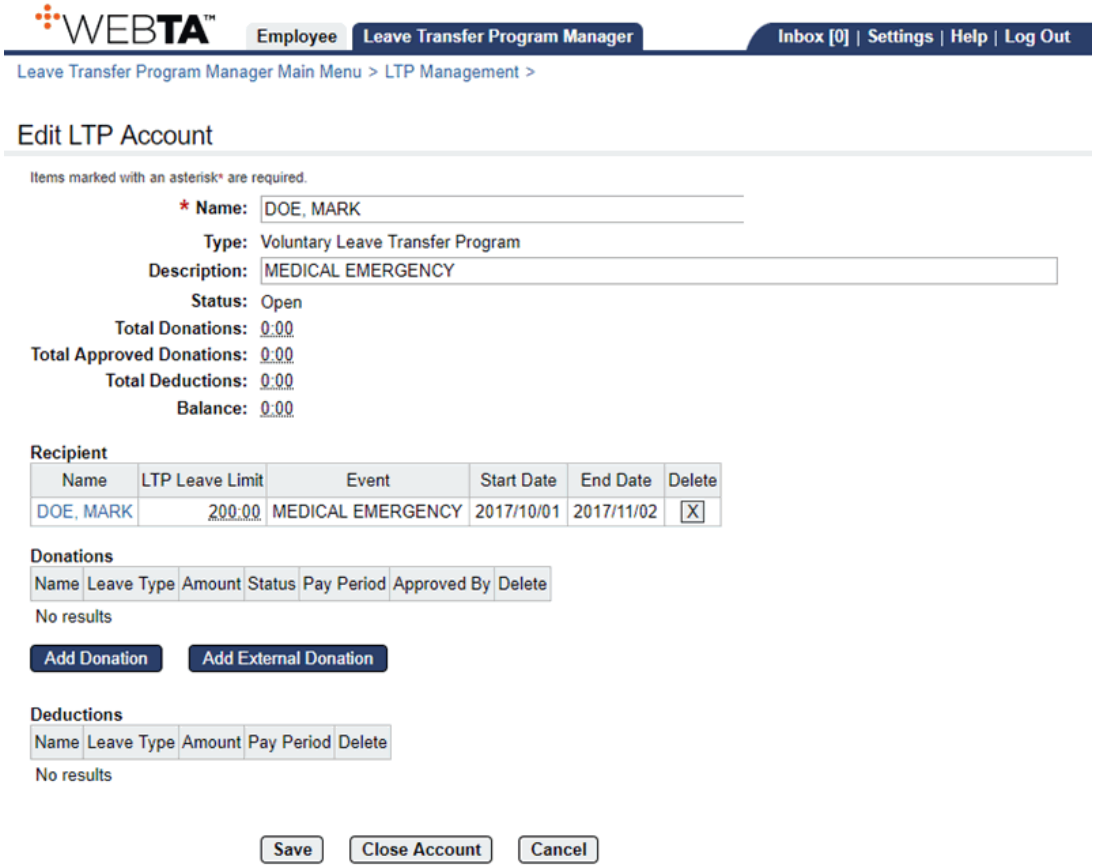

Figure 20: Edit Leave Account Page - Adding VLTP Donation

3. Select the **Add Donation** button. The Select Donor page is displayed.

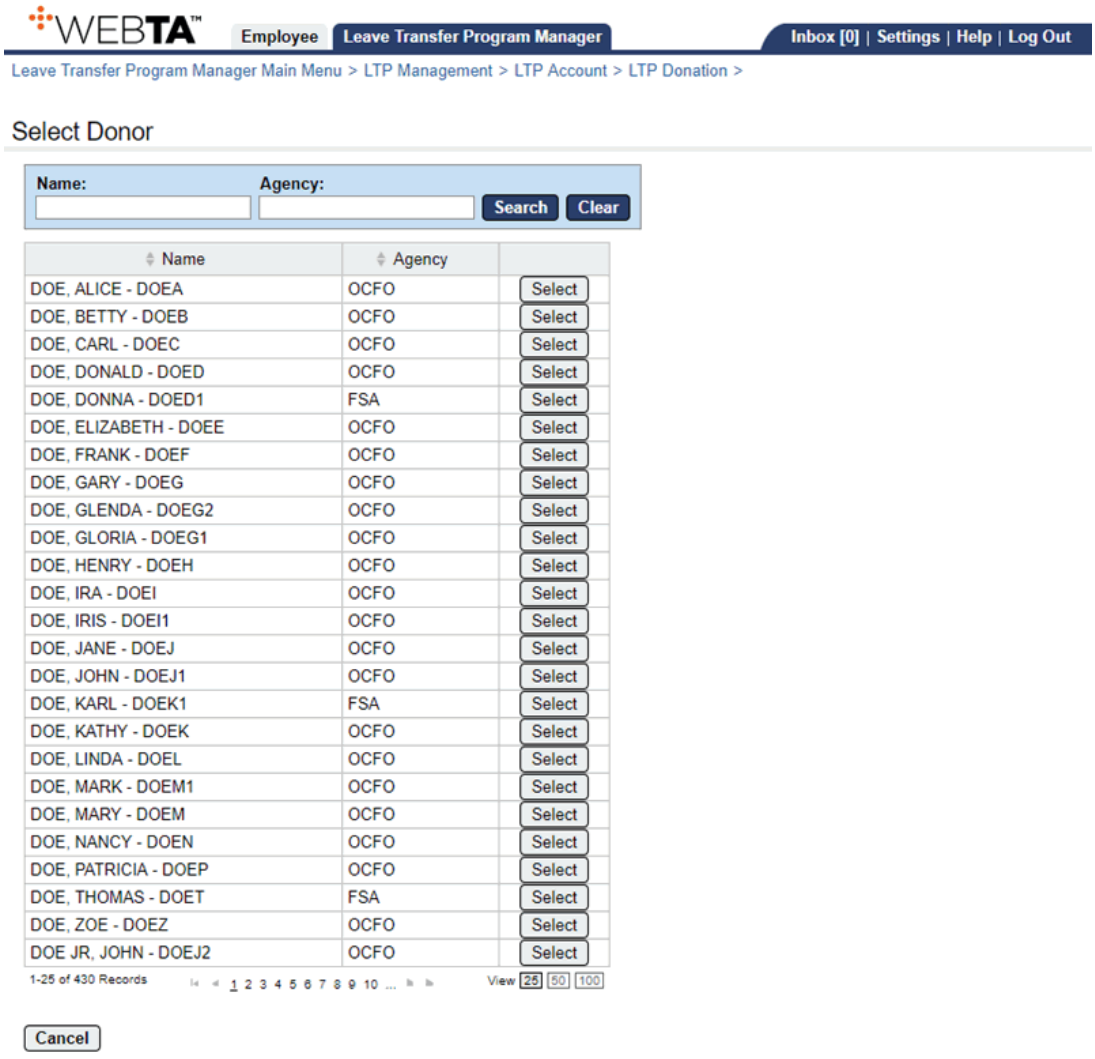

Figure 21: Select Donor Page

4. Select the applicable donor.

OR

Enter the donor's name and select the **Search** button. The search results are displayed. Select the applicable employee.

The Add LTP Donation Page is displayed with the donor's name and position information listed.

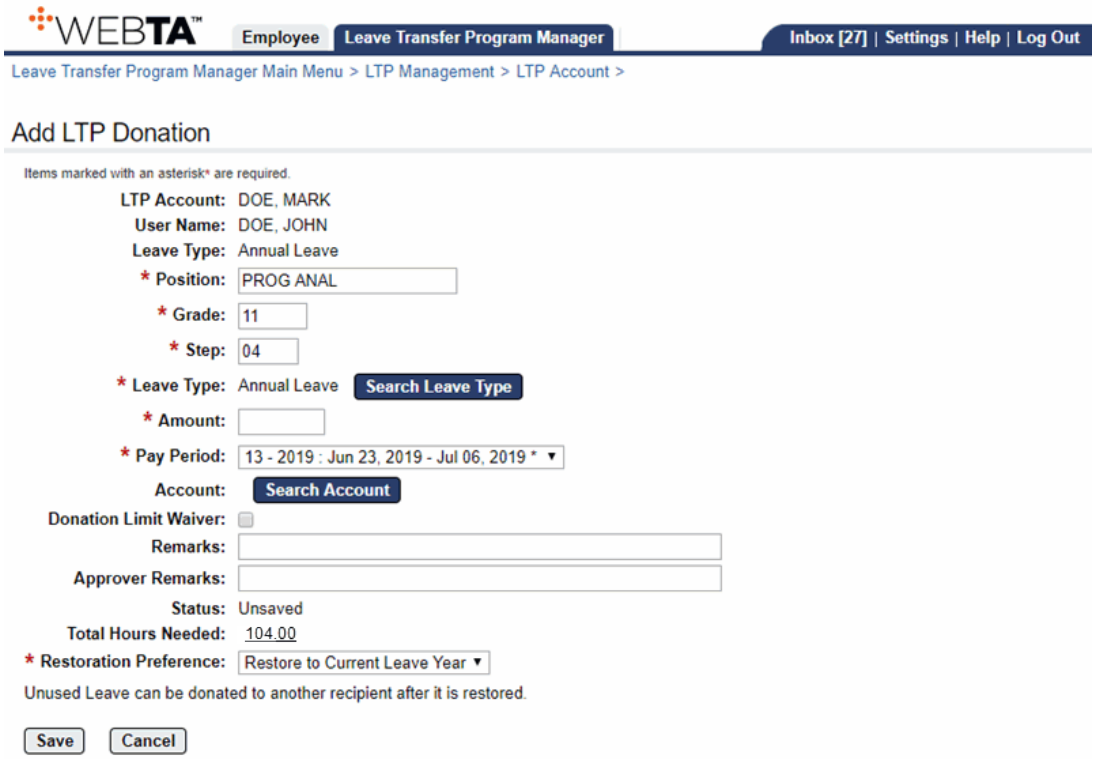

Figure 22: Add LTP Donation Page

5. Complete or edit the following fields:

   Leave Type (see "***Leave Type Field Instruction - LTP Donation (Required)***" on page 77)

   Amount (see "***Amount Field Instruction - LTP Donation (Required)***" on page 76)

   Pay Period (see "***Pay Period Field Instruction - LTP Donation (Required)***" on page 78)

   Account (see "***Account Field Instruction***" on page 75)

   Donation Limit Waiver (see "***Donation Limit Waiver Field Instruction***" on page 76)

   Remarks (see "***Remarks Field Instruction***" on page 79)

   Restoration Preference (see "***Restoration Preference Field Instruction (Required)***" on page 79)

6. Select the **Save** button. The Edit LTP Account page is displayed with the status as **`Submitted`** and the message *Donation saved*.

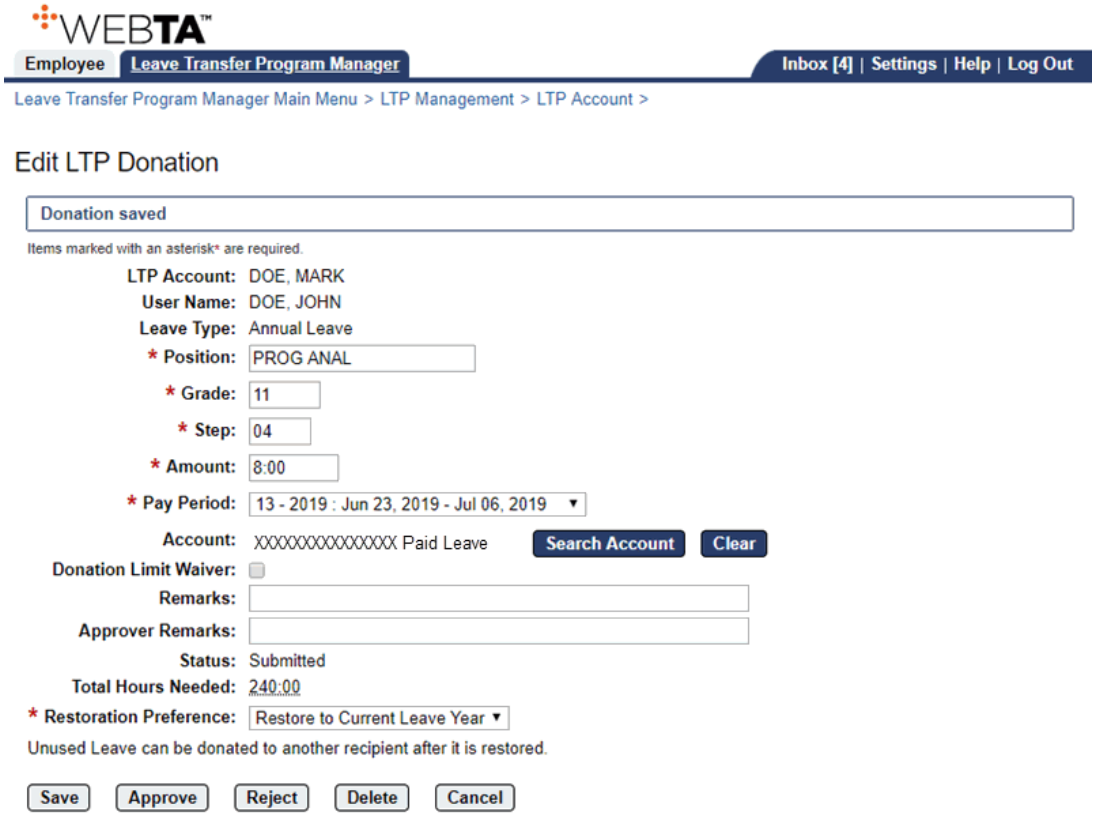

Figure 23: Edit LTP Donation Page - VLTP Donation Saved

At this point, the following options are available:

Step	Description
Select the **Save** button	Saves the LTP donation. You remain on the page and the message *Donation saved* is displayed.
Select the **Approve** button	Approves the LTP donation. You remain on the page and the message *Donation approved* and the **Revert to Pending** button are displayed.
Select the **Reject** button	Rejects the LTP donation. You remain on the page and the message *Donation rejected* and the **Revert to Pending** button are displayed.
Select the **Delete** button	Deletes the LTP donation. You remain on the page and the message *Donation deleted* is displayed.
Select the ***Leave Transfer Program*** tab	Returns you to the Edit LTP Account page.
Select the ***Leave Transfer Program*** tab	Returns you to the Leave Transfer Program Manager Main Menu page.

Approving Donations to a VLTP Account

LTP Managers must approve leave donations from employees before they can be credited to a leave recipient's account.

To Approve Leave Donations:

1. Select the ***LTP Management*** link from the Leave Transfer Program section on the Leave Transfer Program Manager Main Menu page. The LTP Management page is displayed.

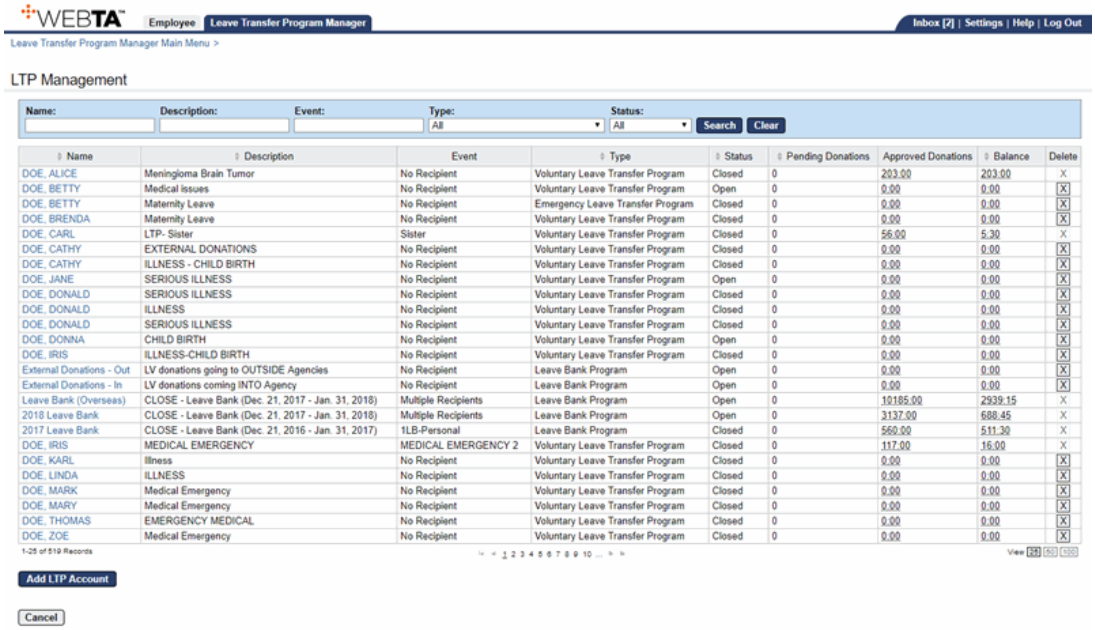

Figure 24: LTP Management Page

2. Select the name link of the LTP account to view the pending donations.

   OR

   Enter the applicable name and select the **Search** button. The search results are displayed. Select the applicable LTP account.

The Edit LTP Account page is displayed.

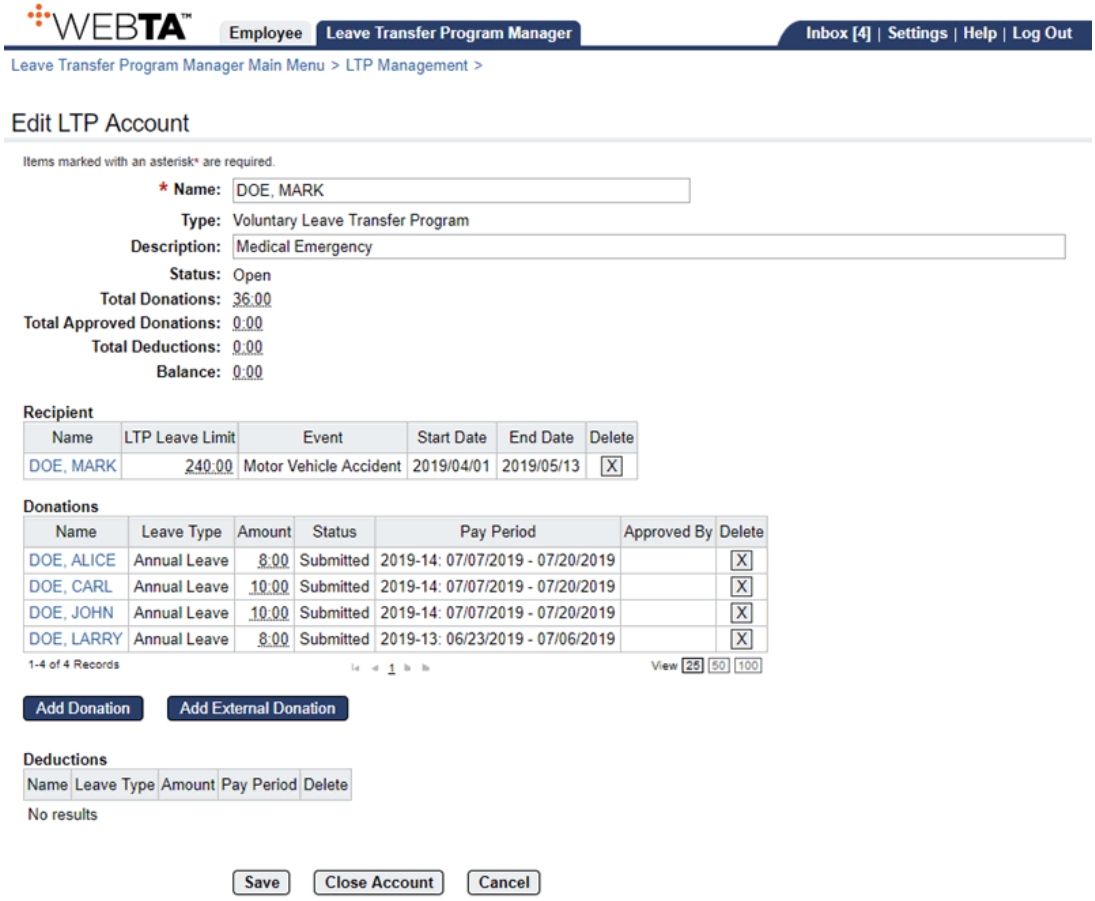

Figure 25: Edit LTP Account Page - Approving Donations

3. Select the name link of the donation to approve. The applicable Edit LTP Donation page is displayed.

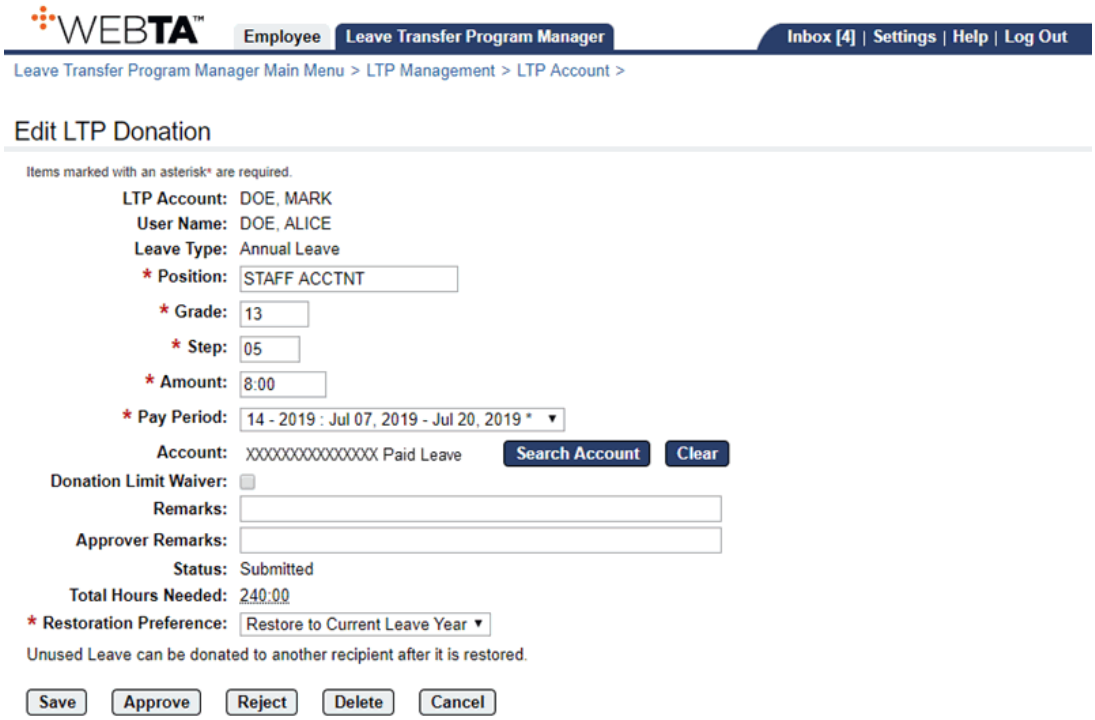

Figure 26: Edit LTP Donation Page - Approving Donation

4. Enter any applicable remarks in the Approver Remarks field.

Note: The Restoration Preference defaults to ***Restore to Current Leave Year***. If preferred, select ***Restore to Next Leave Year*** from the drop-down list.

5. Select the **Approve** button. The LTP Donation page is displayed with the status as **`Approved`** and the message *Donation approved* displayed.

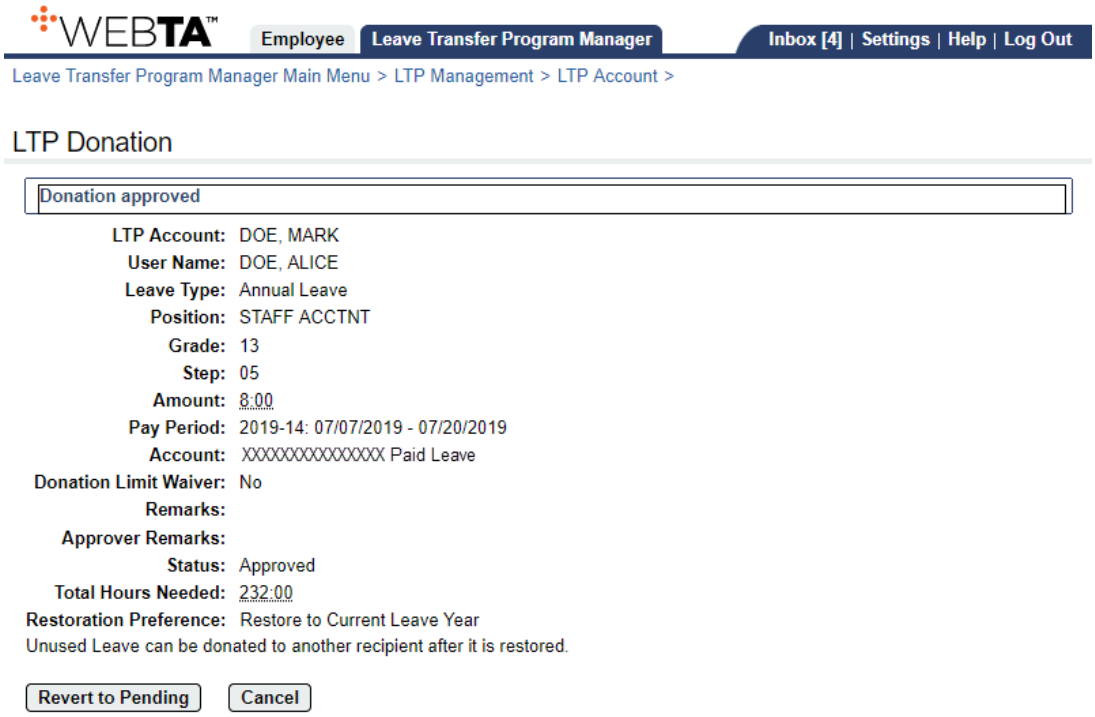

Figure 27: LTP Donation Page - Donation Approved

At this point,the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the Edit LTP Donation page.
Select the **Revert to Pending** button	Returns the donation to **`Pending`** status.
Select the ***Leave Transfer Program Manage***r tab	Returns you to the Leave Transfer Program Manager Main Menu page.

Reverting a Leave Donation to Pending

In the event that an employee needs to adjust an approved leave donation before it is credited to a leave recipient's account, LTP Managers are able to revert the approved leave donations to a pending status.

To Revert an Approved Leave Donation to Pending:

1. Select the LTP Management link from the Leave Transfer Program section on the Leave Transfer Program Manager Main Menu page. The LTP Management page is displayed.

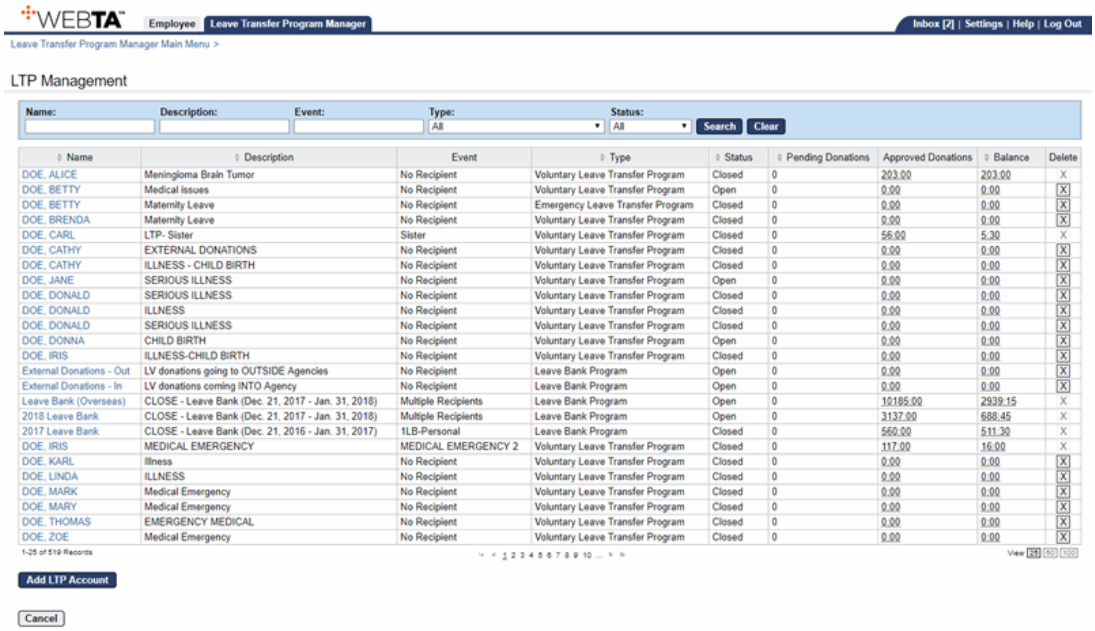

Figure 28: LTP Management Page

2. Select the name link of the LTP account containing the leave donation to revert.

   OR

   Enter the LTP account's name and select the **Search** button. The search results are displayed. Select the applicable LTP account.

The Edit LTP Account page is displayed.

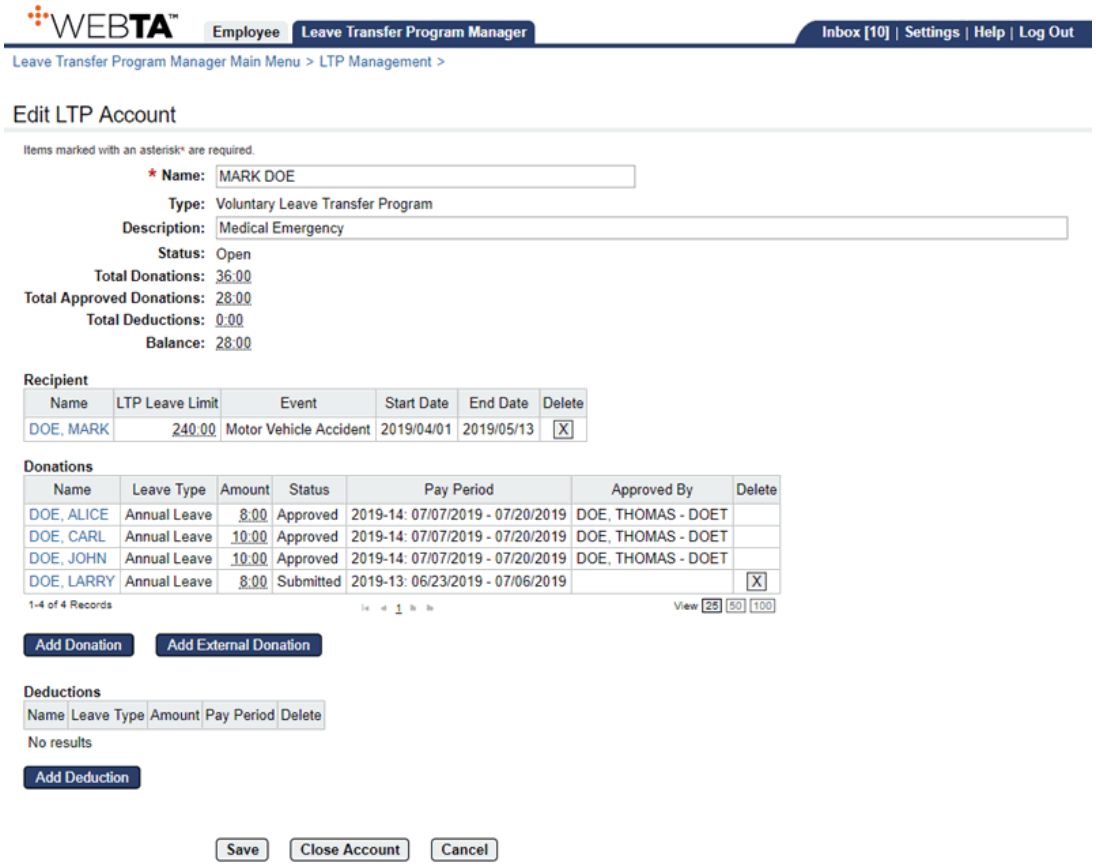

Figure 29: Edit LTP Account Page - Reverting Donation

3. Select the applicable name link of the leave donation to revert. The LTP Donation page is displayed.

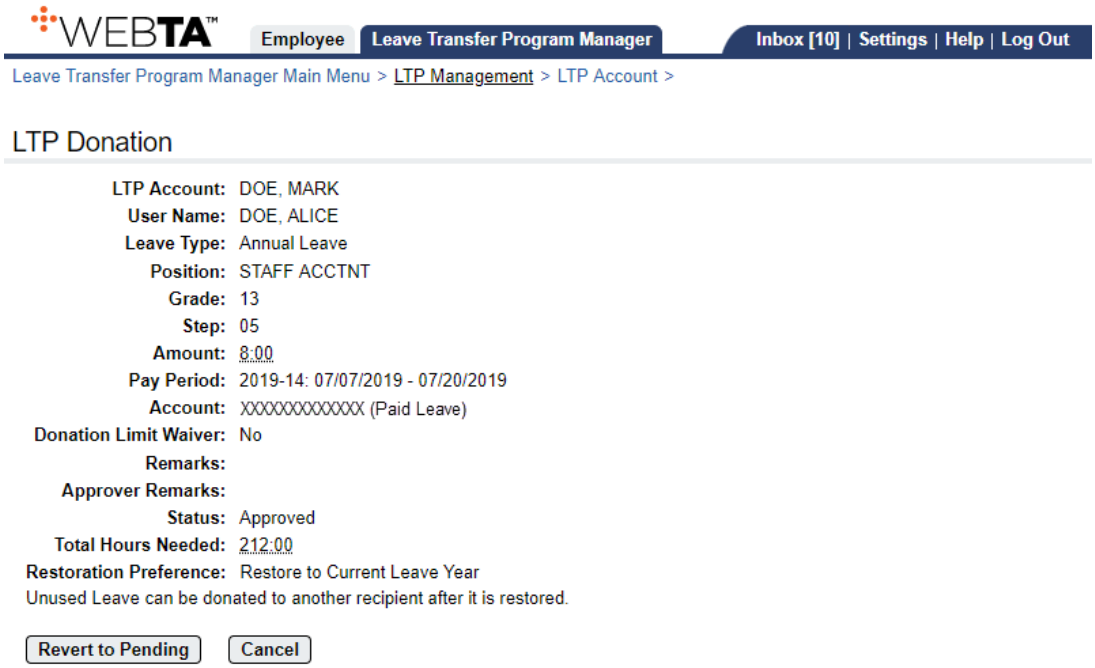

Figure 30: LTP Donation Page - Reverting Donation

4. Select the **Revert to Pending** button. The Edit LTP Donation page with the message *Donation reverted* displayed.

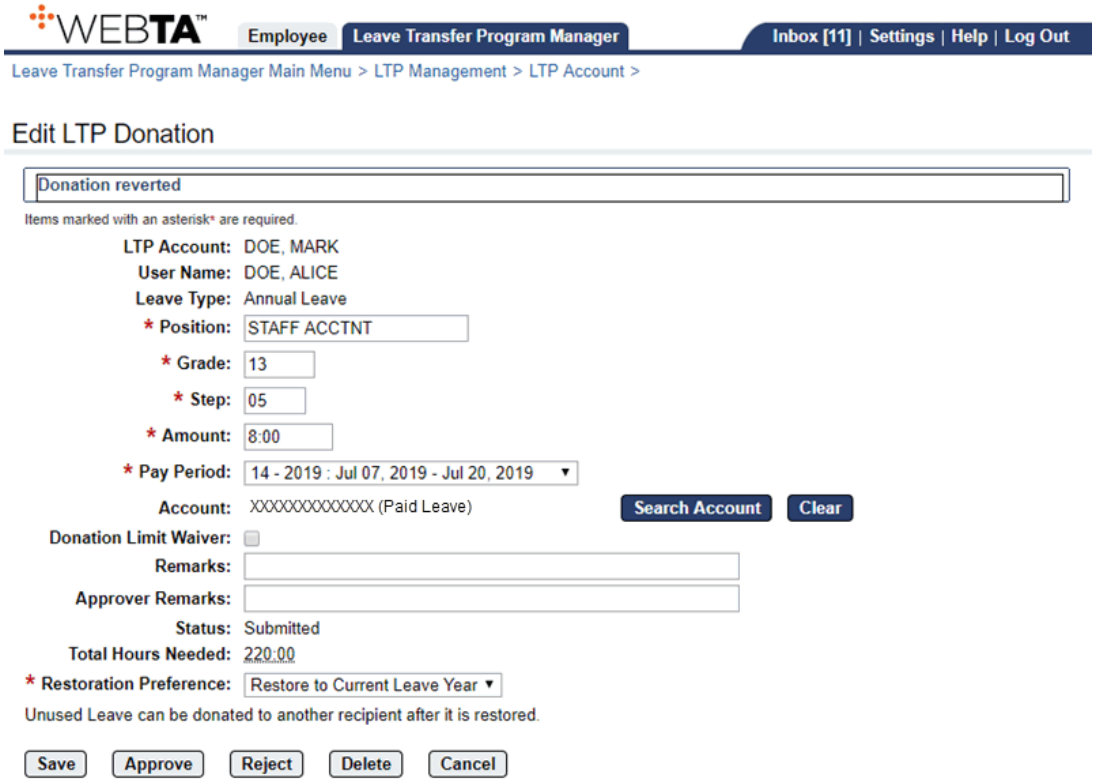

Figure 31: Edit LTP Donation Page - Donation Reverted

At this point, the following options are available:

Step	Description
Select the **Save** button	Saves the LTP donation. You remain on the page and the message *Donation saved* is displayed.
Select the **Approve** button	Approves the LTP donation. You remain on the page and the message *Donation approved* and the **Revert to Pending** button are displayed.
Select the **Reject** button	Rejects the LTP donation. You remain on the page and the message *Donation rejected* and the **Revert to Pending** button are displayed.
Select the **Delete** button	Deletes the LTP donation and returns you to the Edit LTP Donation page with the message *Donation deleted* displayed.
Select the **Cancel** button	Returns you to the Edit LTP Account page.
Select the ***Leave Transfer Program Manager*** tab	Returns you to the Leave Transfer Program Manager Main Menu page.

Closing a Leave Recipient Account and Returning Unused Leave Donations

When an account is no longer needed, it must be closed. An employee's leave donation account cannot be closed while pending transactions exist. Pending transactions are those transactions that have been recorded in webTA, but have not yet been transmitted to NFC for processing. When closing a leave transfer account with a remaining balance, the donated leave is returned to the donor(s) in proportion to the amount donated.

Note: Accounts set up in error may be deleted. Deleting an account removes the record from the database.

To Close a VLTP Account and Return Unused Leave:

1. Select the ***LTP Management*** link from the Leave Transfer Program section on the Leave Transfer Program Manager Main Menu page. The LTP Management page is displayed.

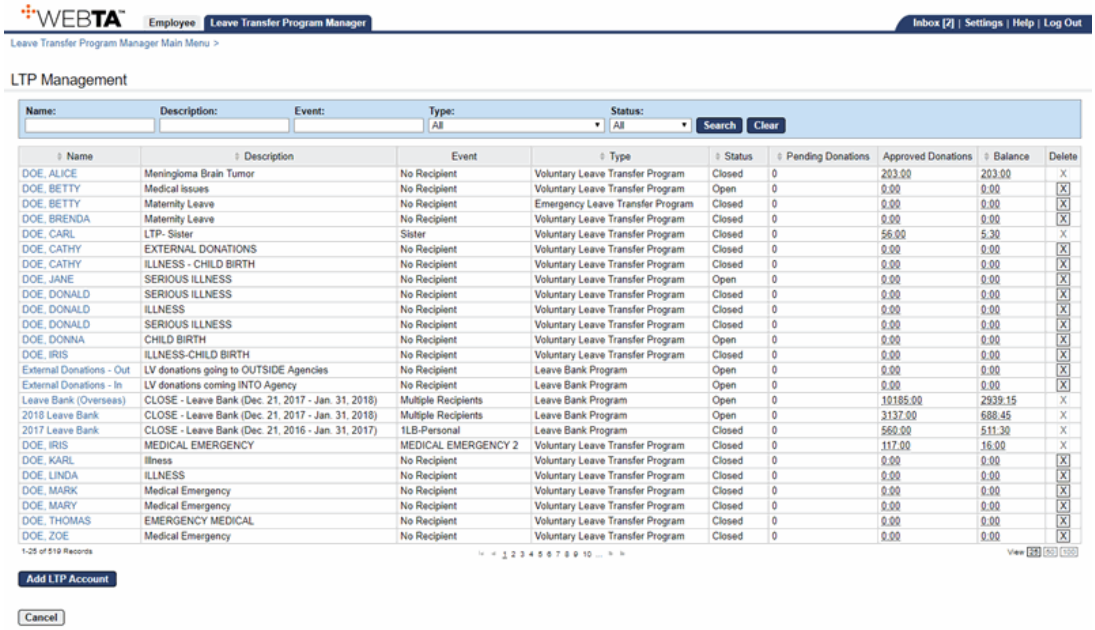

Figure 32: LTP Management Page

2. Select the applicable LTP account to close. The applicable Edit LTP Account page is displayed.

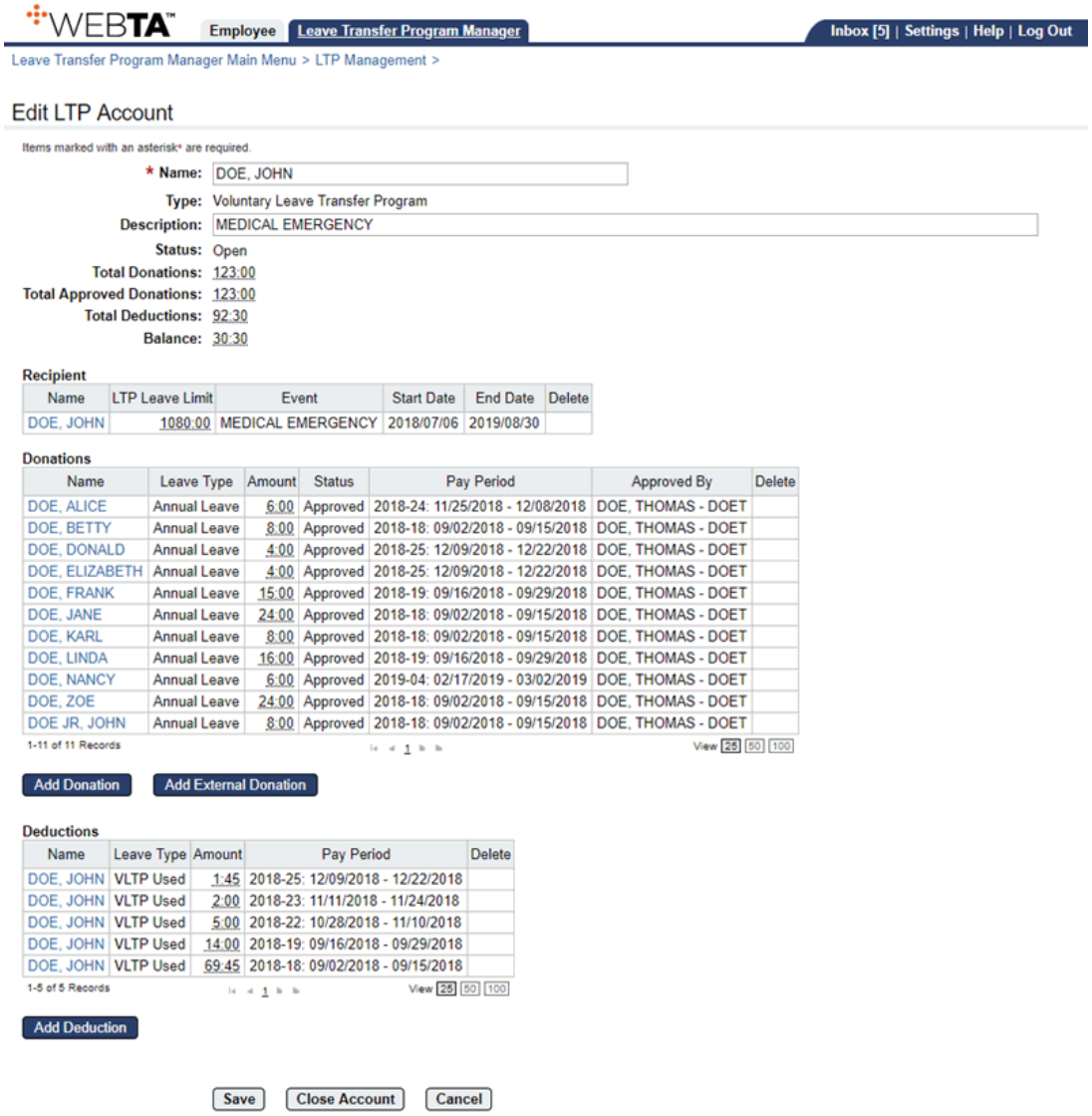

Figure 33: Edit LTP Account Page - Closing Account

3. Select the **Close Account** button. The message *Are you sure you want to close the account?* is displayed.

4. Select the **Yes** button. The LTP Account page is displayed with the status as **Close Pending** and the message *This account is now in Close Pending status. Leave the account in this status to modify the Restored Leave details later. Click the Close button to permanently close the account and restore unused leave back to the donors* is displayed.

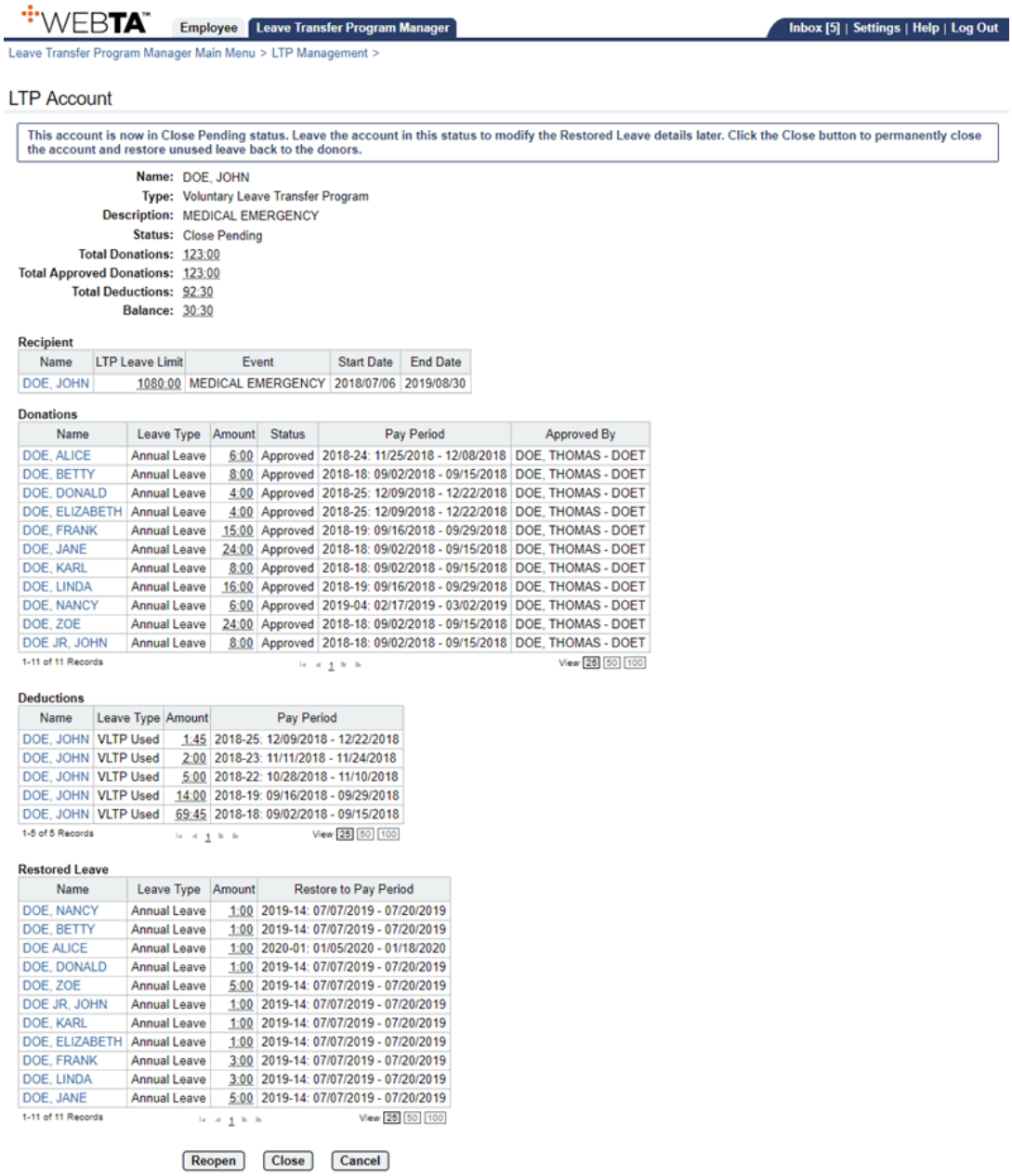

Figure 34: LTP Account Page - Close Pending

5. Select the **Close** button. The message *Are you sure you want to close the account? The account will no longer be available for use and cannot be reopened?* is displayed.

6. Select the **Yes** button. The status is changed to **Closed**, and the message *This LTP account is closed and may no longer be used* is displayed.

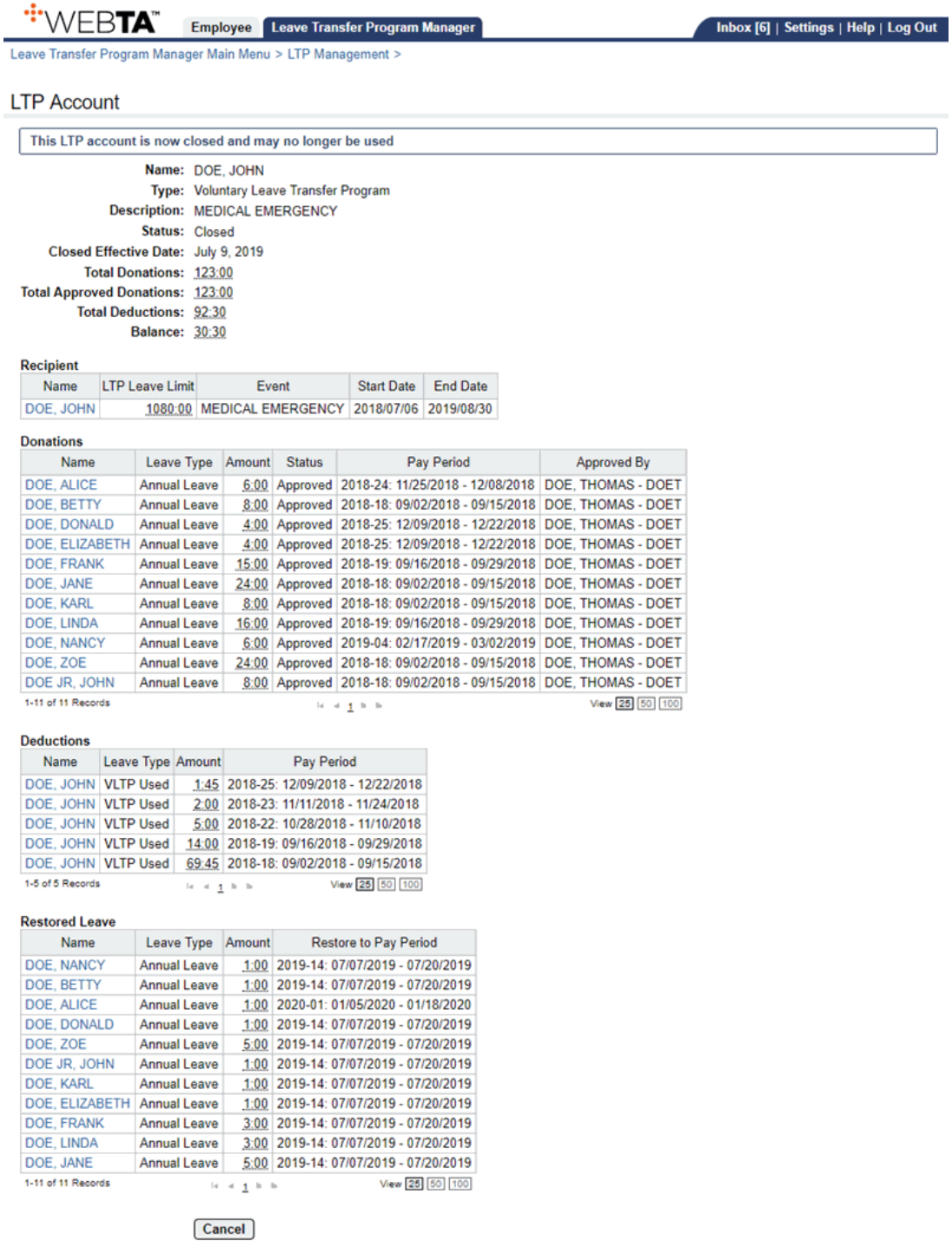

Figure 35: LTP Account Page - Closed Account

At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the LTP Management page.
Select the ***Leave Transfer Program Manager*** tab	Returns you to the Leave Transfer Program Manager Main Menu page.

Deleting a Leave Recipient Account

Leave Recipient accounts that have been set up in error may be deleted, provided there has been no activity in the account. Deleting a leave recipient account completely removes the account. You may close the account before deleting but are not required to. The account may be deleted directly from the LTP Management page.

To Delete a Leave Recipient Account:

1. Select the ***LTP Management*** link from the Leave Transfer Program section on the Leave Transfer Program Manager Main Menu page. The LTP Management page is displayed.

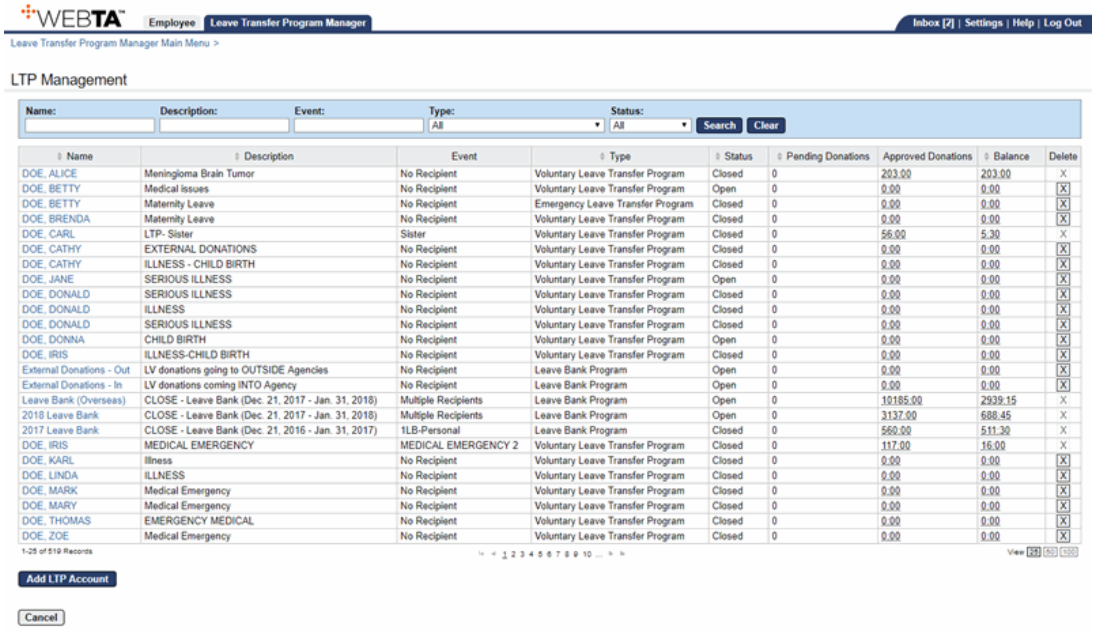

Figure 36: LTP Management Page

2. Select the ***Delete*** link next to the applicable leave account. A popup appears to confirm the deletion.

3. Select the **OK** button. The message that the LTP Account was successfully deleted is displayed and the account is removed from the LTP Management page.

   At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the LTP Management page.
Select the ***Leave Transfer Program Manager*** tab	Returns you to the Leave Transfer Program Manager Main Menu page.

Voluntary Leave Bank Program (VLBP)

The Voluntary Leave Bank Program (VLBP) allows for the establishment of leave banks to assist employees who are experiencing a personal or family medical emergency and have exhausted his or her available paid leave. Under VLBP, the employee must be a member of the leave bank and must make a written request to the leave bank board. If the employee is not capable of making the request, a personal representative may make the application on behalf of the employee. Employees may contribute unused accrued annual leave to the leave bank. After the medical emergency, any unused donated annual leave is returned to the leave bank.

Note: An Agency is not required to establish a leave bank program.

For more information see:

Establishing a VLBP Account....57
Adding Leave Donations to a VLBP Account on Behalf of Employees....60
Approving Donations to a Leave Bank....65
Adding Recipients to a Leave Bank....68

Establishing a VLBP Account

Leave Transfer Program Managers establish VLBP accounts from the LTP Management page.

To Establish a Leave Bank:

1. Select the ***LTP Management*** link from the Leave Transfer Program section on the Leave Transfer Program Manager Main Menu page. The LTP Management page is displayed.

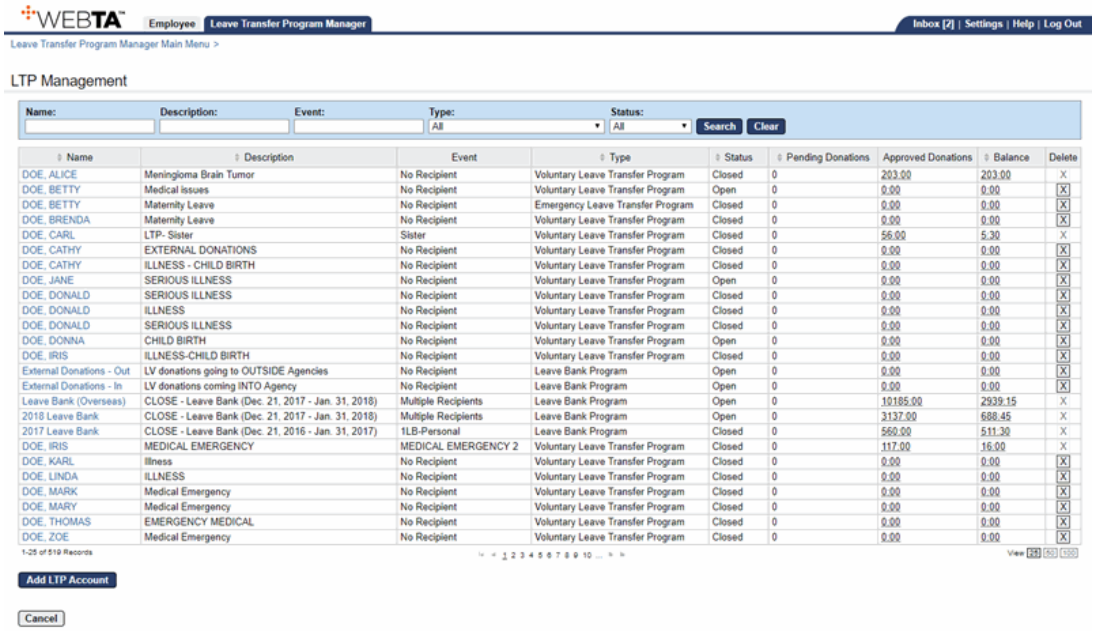

Figure 37: LTP Management Page

2. Select the **Add LTP Account** button. The Add LTP Account page is displayed.

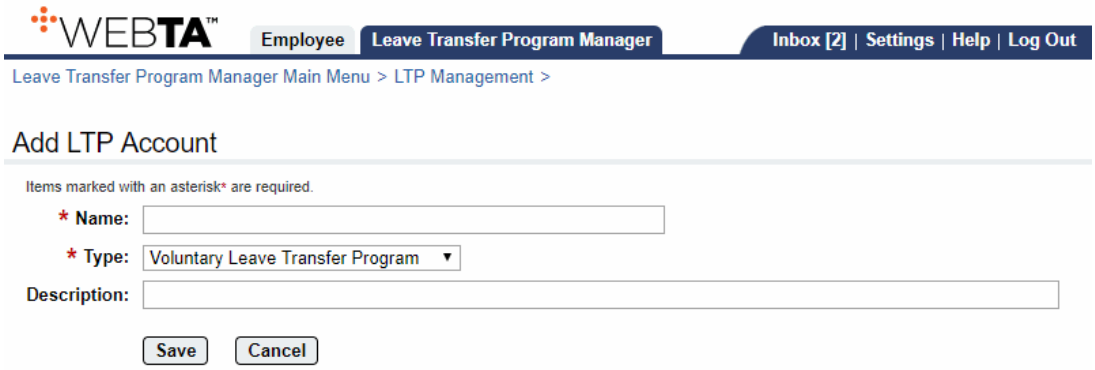

Figure 38: Add LTP Account Page

3. Enter the leave bank name. This is a required field.

4. Select **`Leave Bank Program`** from the drop-down list.

5. Enter a description or additional information regarding the VLBP account.

6. Select the **Save** button. The Edit LTP Account page is displayed.

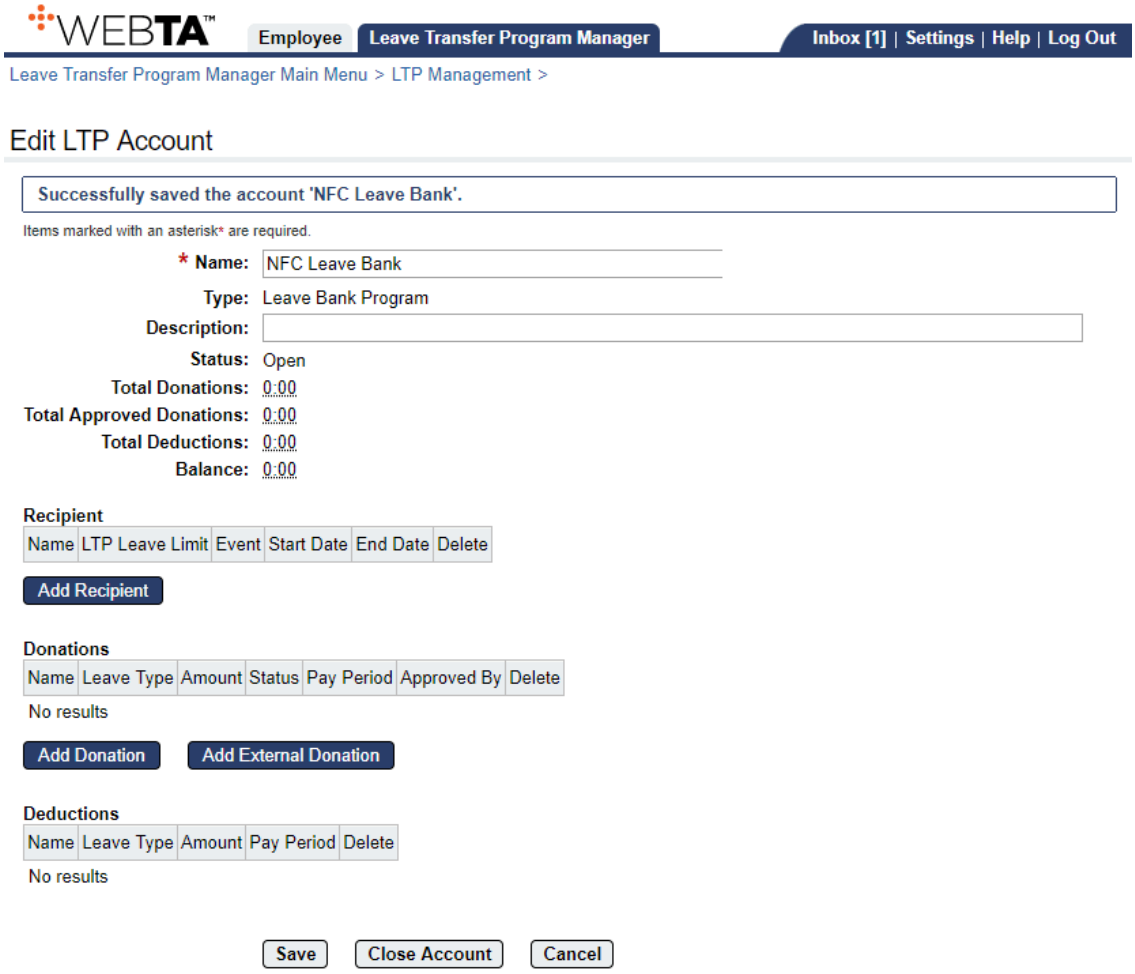

Figure 39: Edit LTP Account Page - Adding Leave Bank

At this point, the following options are available:

Step	Description
Select the **Add Recipient** button	Allows you to add recipients to the leave bank. For more information, see ***Adding Recipients to a Leave Bank***.
Select the **Add Donation** button	Allows you to add donations to the leave bank on behalf of an employee. For more information, see ***Adding Leave Donations to a VLBP Account on Behalf of Employees***.
Select the **Add External Donation** button	Allows you to add external donations to the leave bank. For more information, see ***Adding Leave Donations to a VLBP Account on Behalf of Employees***.
Select the **Save** button	Saves any changes you may have made. You remain on the Edit LTP Account page. The message *Successfully saved the account* is

Step	Description
	displayed.
Select the **Close Account** button	Closes the account. For more information, see ***Closing a Leave Recipient Account and Returning Unused Leave Donations***.
Select the **Cancel** button	Returns you to the LTP Management page.
Select the ***Leave Transfer Program*** Manager tab	Returns you to the Leave Transfer Program Manager Main Menu page.

Adding Leave Donations to a VLBP Account on Behalf of Employees

Donations to a leave bank can either be entered by the donating employees through the Leave Transfer Program section on the Employee Main Menu page, or they may be entered by a Leave Transfer Program Manager from the LTP Management page.

To Add a Donation to a Leave Bank:

1. Select the LTP Management link from the Leave Transfer Program section on the Leave Transfer Program Manager Main Menu page. The LTP Management page is displayed.

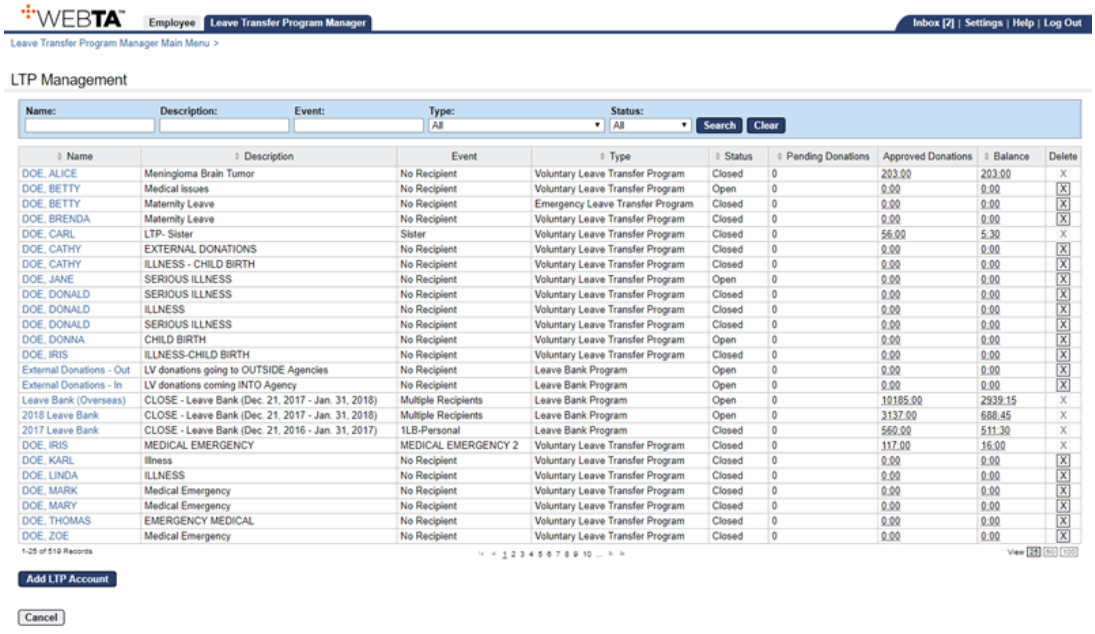

Figure 40: LTP Management Page

2. Select the applicable leave bank.

OR

Enter the leave bank's name in the Name field and select the **Search** button. The search results are displayed. Select the applicable leave bank.

The Edit LTP Account page is displayed.

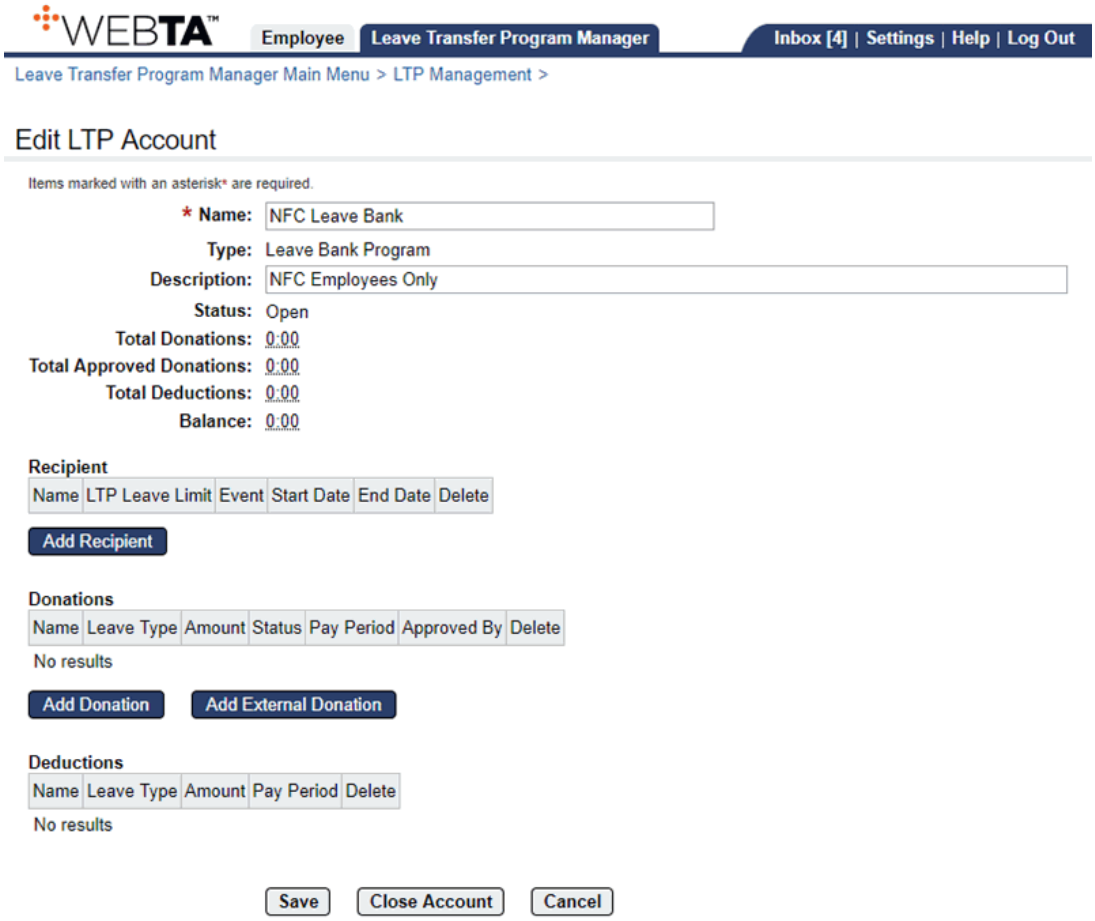

Figure 41: Edit LTP Account Page

3. Select the **Add Donation** button. The Select Donor page is displayed.

Note: For external donations, select the **Add External Donation** button.

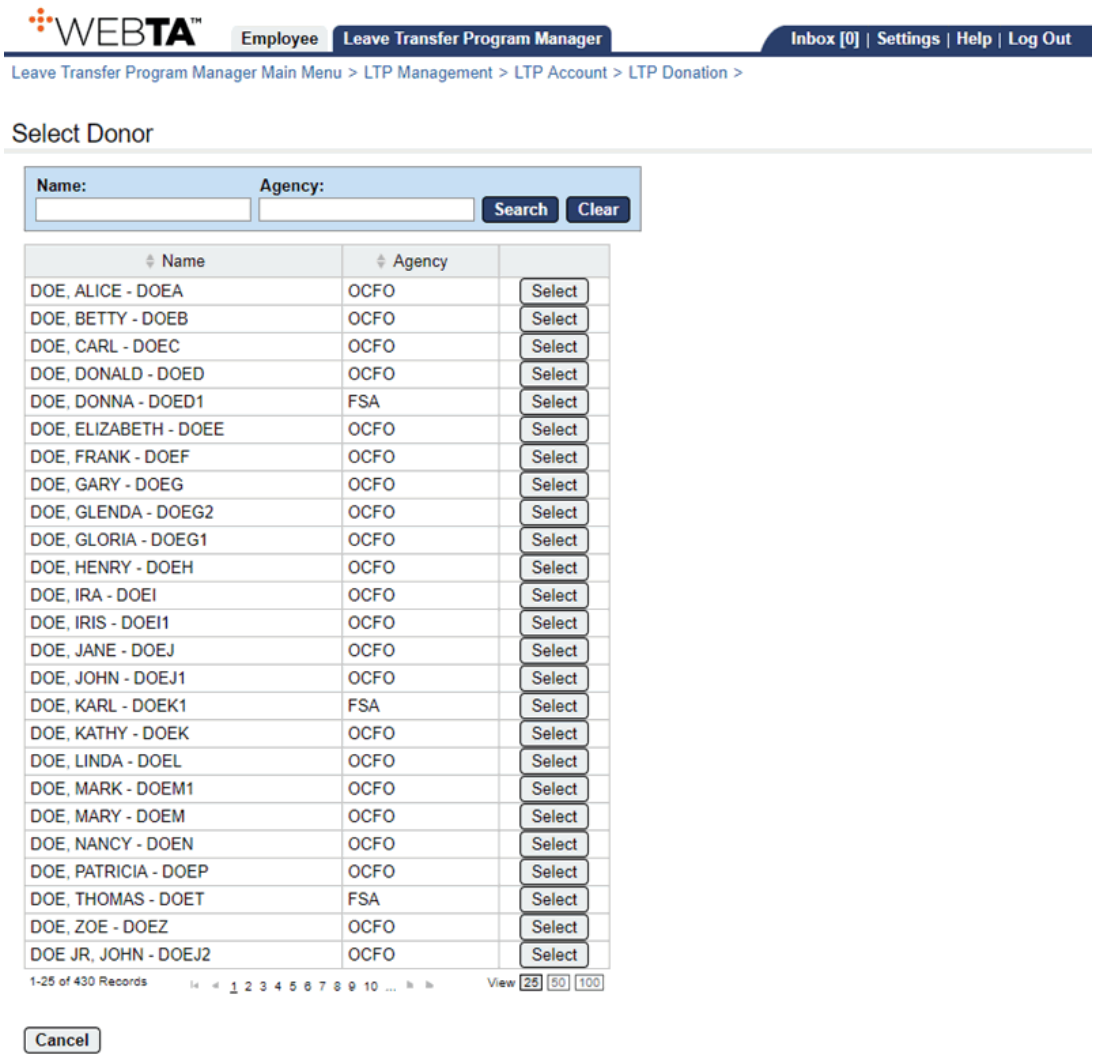

Figure 42: Select Donor Page

4. Select the applicable donor.

   OR

   Enter the donor's name and select the **Search** button. The search results are displayed. Select the applicable employee.

The Add LTP Donation page is displayed with the donor's name and position information listed.

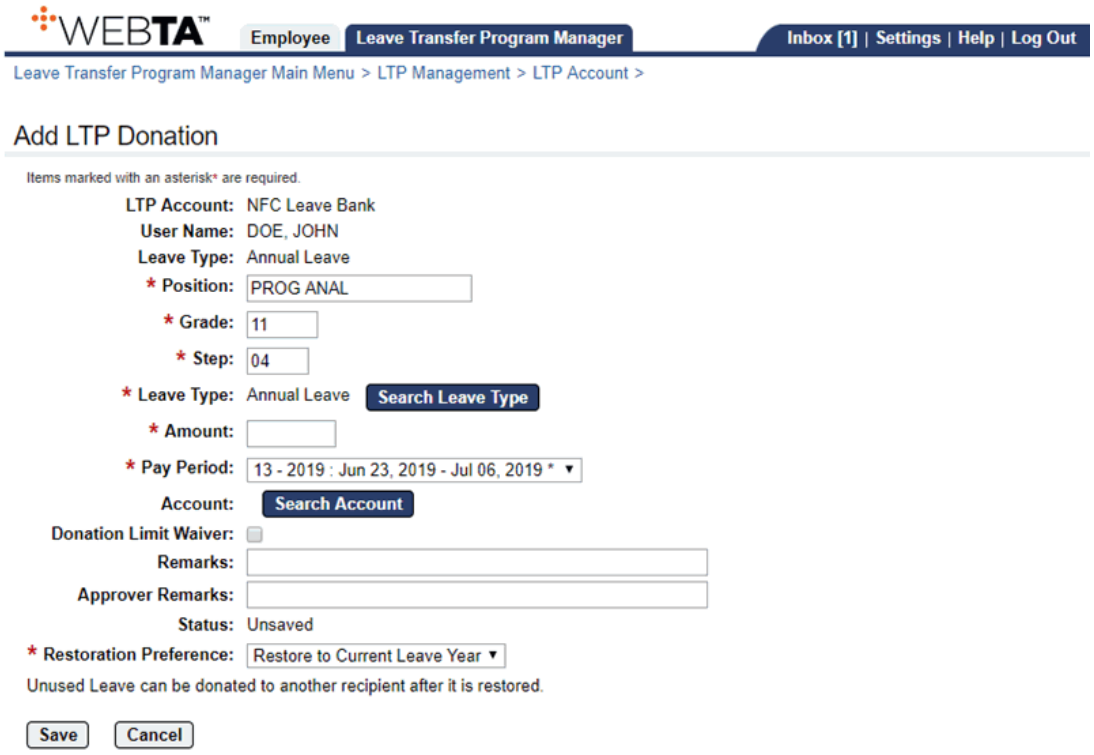

Figure 43: Add LTP Donation Page - Leave Bank

5. Complete or edit the following fields:

   Leave Type (see "***Leave Type Field Instruction - LTP Donation (Required)***" on page 77)

   Amount (see "***Amount Field Instruction - LTP Donation (Required)***" on page 76)

   Pay Period (see "***Pay Period Field Instruction - LTP Donation (Required)***" on page 78)

   Account (see "***Account Field Instruction***" on page 75)

   Donation Limit Waiver (see "***Donation Limit Waiver Field Instruction***" on page 76)

   Remarks (see "***Remarks Field Instruction***" on page 79)

   Restoration Preference (see "***Restoration Preference Field Instruction (Required)***" on page 79)

6. Select the **Save** button. The Edit LTP Donation page with the message *Donation saved* is displayed.

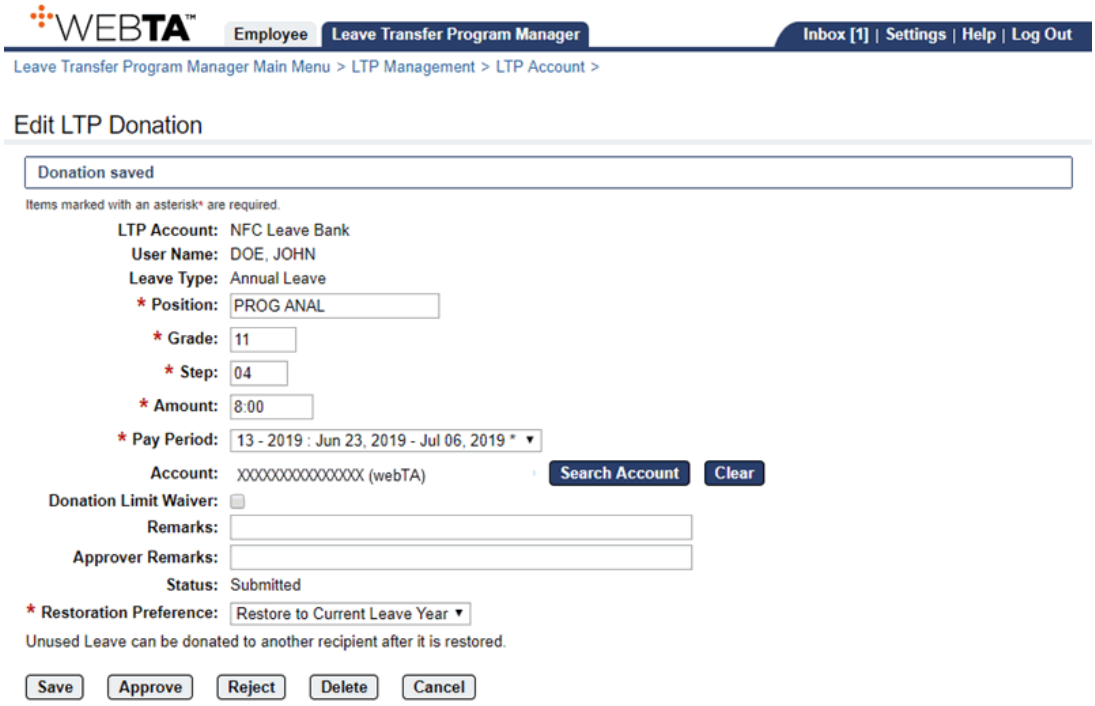

Figure 44: Edit LTP Account Page - Adding Donations to Leave Bank

At this point, the following options are available:

Step	Description
Select the **Save** button	Saves the LTP donation. You remain on the page and the message Donation saved is displayed.
Select the **Approve** button	Approves the LTP donation. You remain on the page and the message *Donation approved* and the **Revert to Pending** button are displayed.
Select the **Reject** button	Rejects the LTP donation. You remain on the page and the message *Donation rejected* and the **Revert to Pending** button are displayed.
Select the **Delete** button	Deletes the LTP donation and returns you to the Edit LTP Donation page. The message *Donation deleted* is displayed.
Select the **Cancel** button	Returns you to the Edit LTP Account page.
Select the ***Leave Transfer Program Manager*** tab	Returns you to the Leave Transfer Program Manager Main Menu page.

Approving Donations to a Leave Bank

LTP Managers must approve leave donations from employees before they can be credited to the leave bank.

To Approve Leave Bank Donations:

1. Select the ***LTP Management*** link from the Leave Transfer Program section on the Leave Transfer Program Manager Main Menu page. The LTP Management page is displayed.

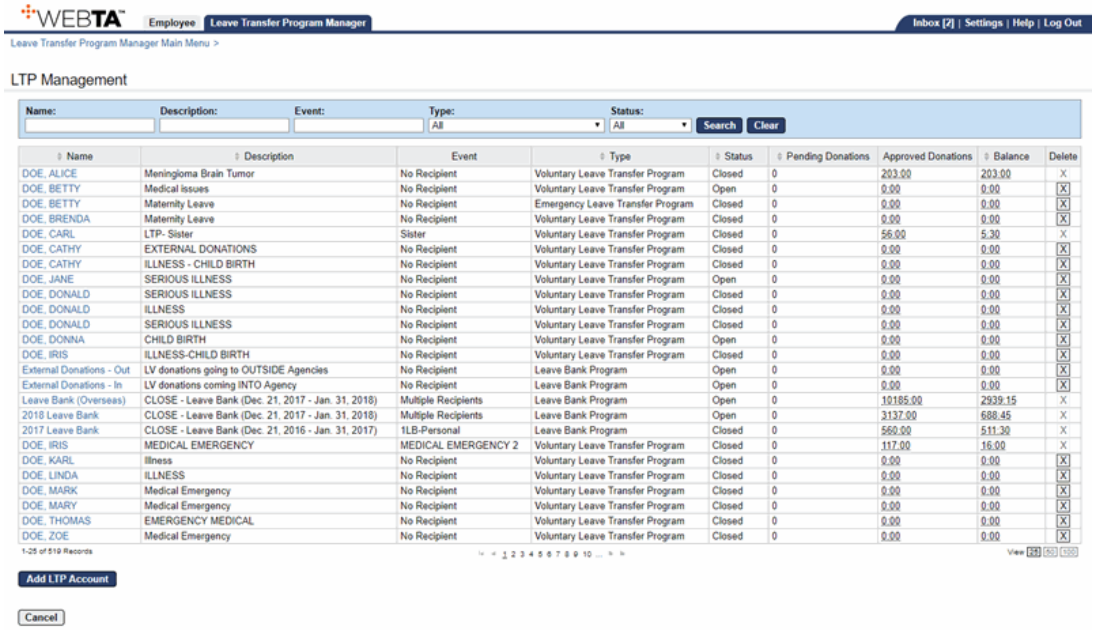

Figure 45: LTP Management Page

2. Select the name link of the LTP account to view the pending donations.

   OR

   Enter the applicable name and select the **Search** button. The search results are displayed. Select the applicable LTP account.

The Edit LTP Account page is displayed.

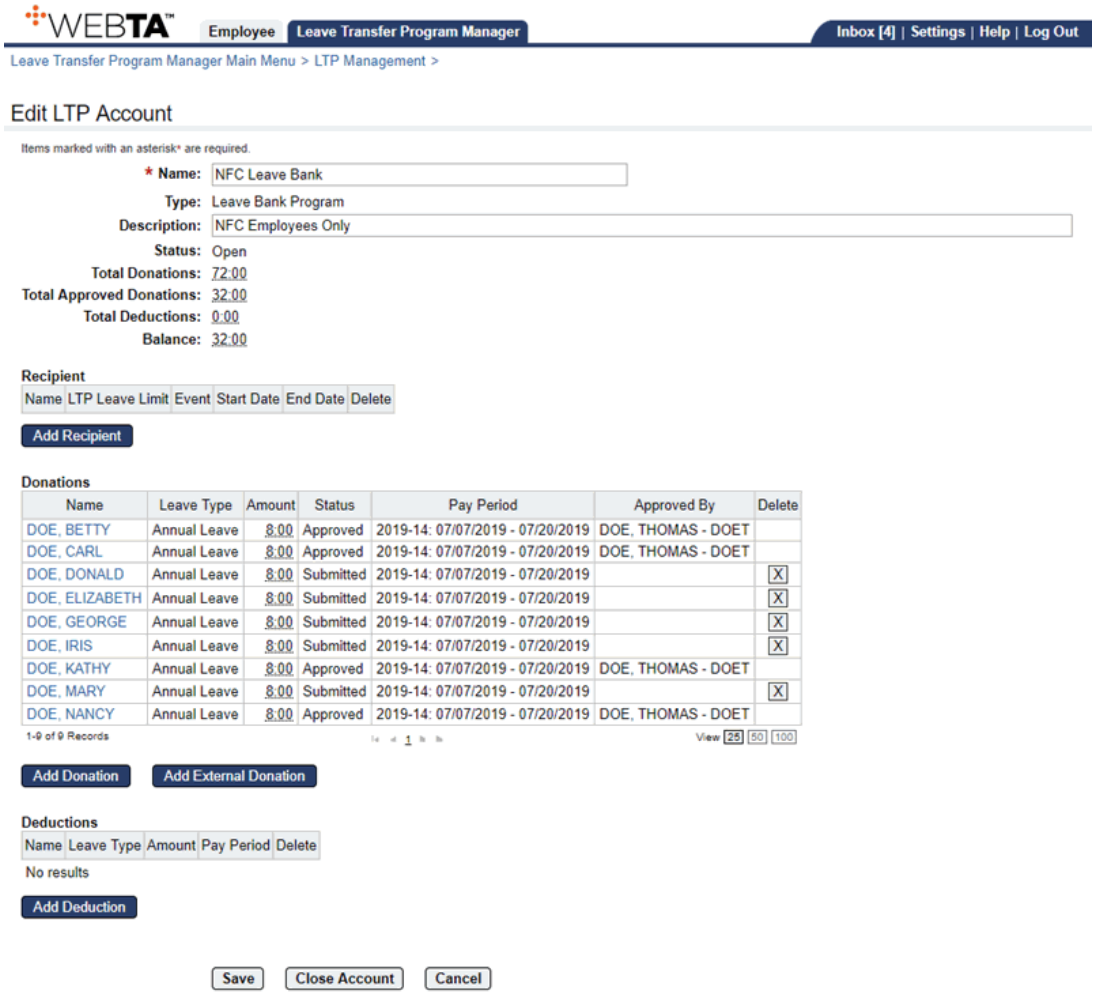

Figure 46: Edit LTP Account Page - Approving Leave Bank Donations

3. Select the name link of the donation to approve. The Edit LTP Donation page is displayed.

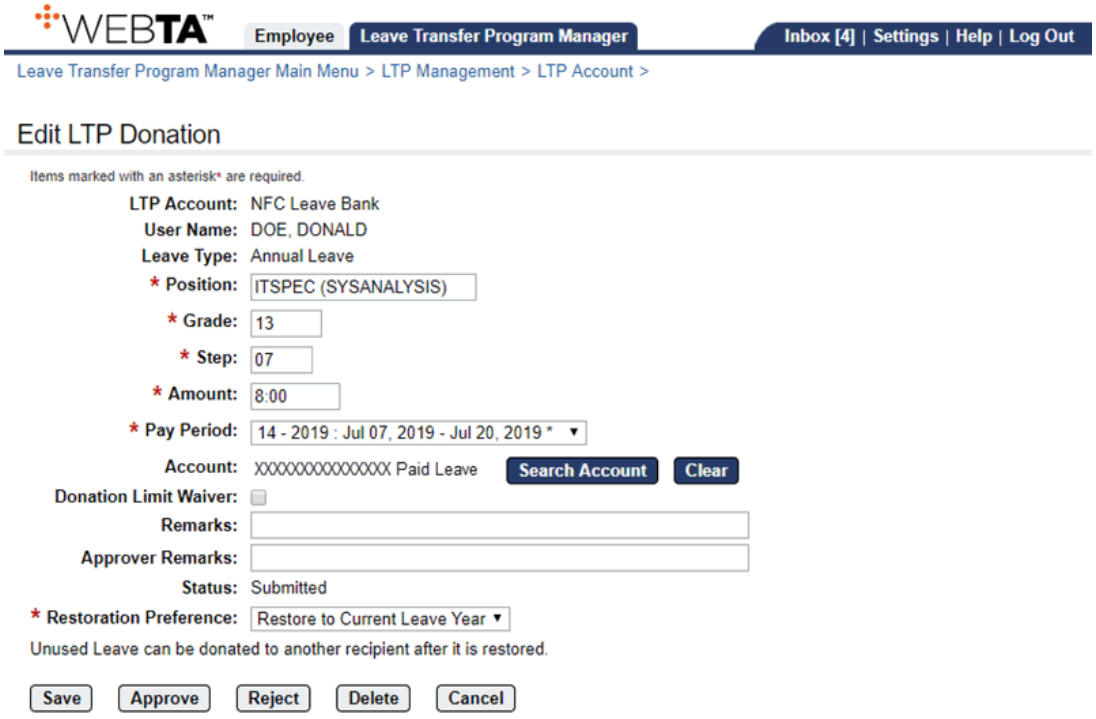

Figure 47: Edit LTP Donation Page - Approving Leave Bank Donation

4. Enter any applicable remarks in the Approver Remarks field.

Note: The Restoration Preference defaults to ***Restore to Current Leave Year***. If preferred, select ***Restore to Next Leave Year*** from the drop-down list.

5. Select the **Approve** button. The LTP Donation page is displayed.

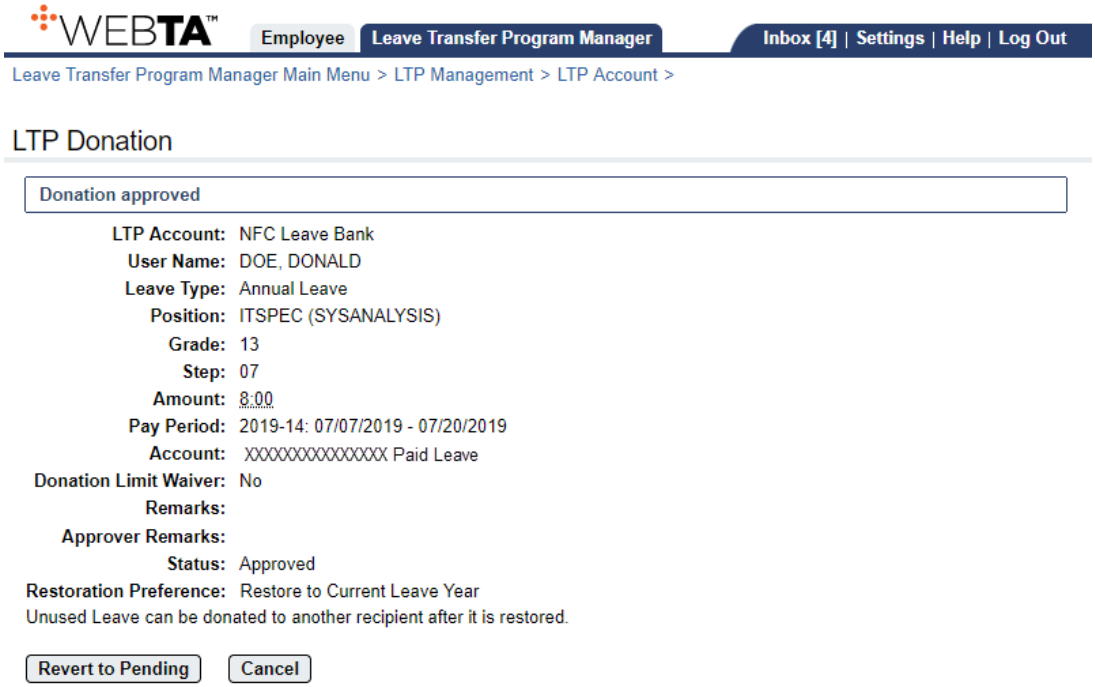

Figure 48: LTP Donation Page - VLBP Donation Approved

At this point, the following options are available:

Step	Description
Select the **Cancel** button	Returns you to the Edit LTP Donation page.
Select the **Revert to Pending** button	Returns the donation to **`Pending`** status.
Select the ***Leave Transfer Program Manager*** tab	Returns you to the Leave Transfer Program Manager Main Menu page.

Adding Recipients to a Leave Bank

To receive donations from a leave bank, the recipient must be a member of the leave bank and must make a written request to the leave bank board. If the employee is not capable of making the request, a personal representative may make the application on behalf of the employee. After the medical emergency, any unused leave is returned to the leave bank.

To Add a Recipient to a Leave Bank:

1. Select the ***LTP Management*** link from the Leave Transfer Program section on the Leave Transfer Program Manager Main Menu page. The LTP Management page is displayed.

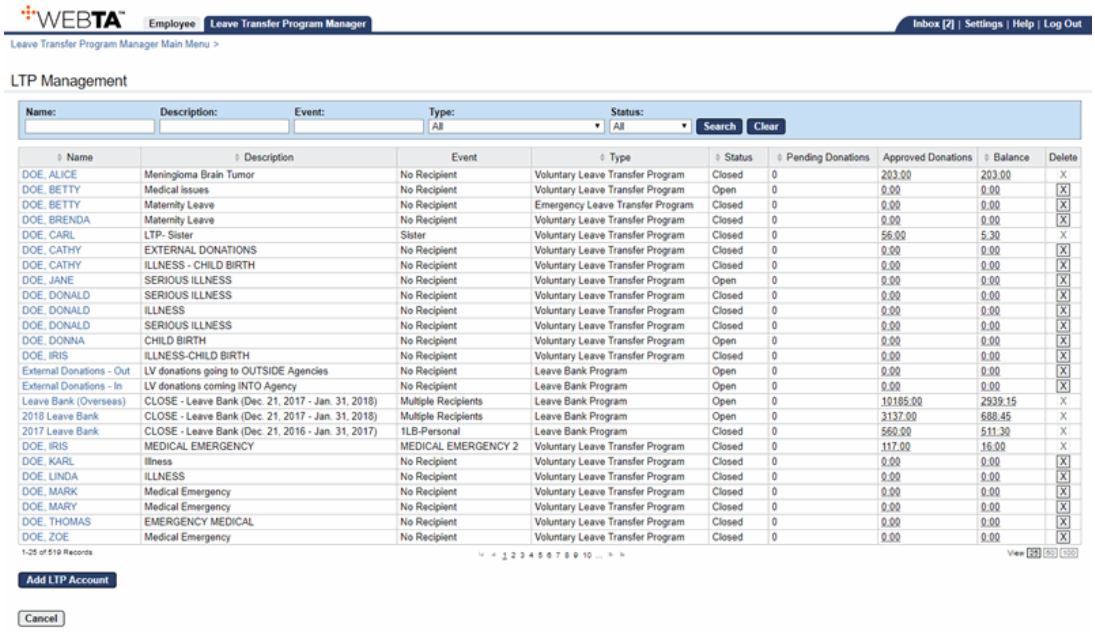

Figure 49: LTP Management Page

2. Select the applicable leave bank.

   OR

   Enter the leave bank name in the Name field and select the **Search** button. The search results are displayed. Select the applicable leave bank.

The Edit LTP Account page for the leave bank is displayed.

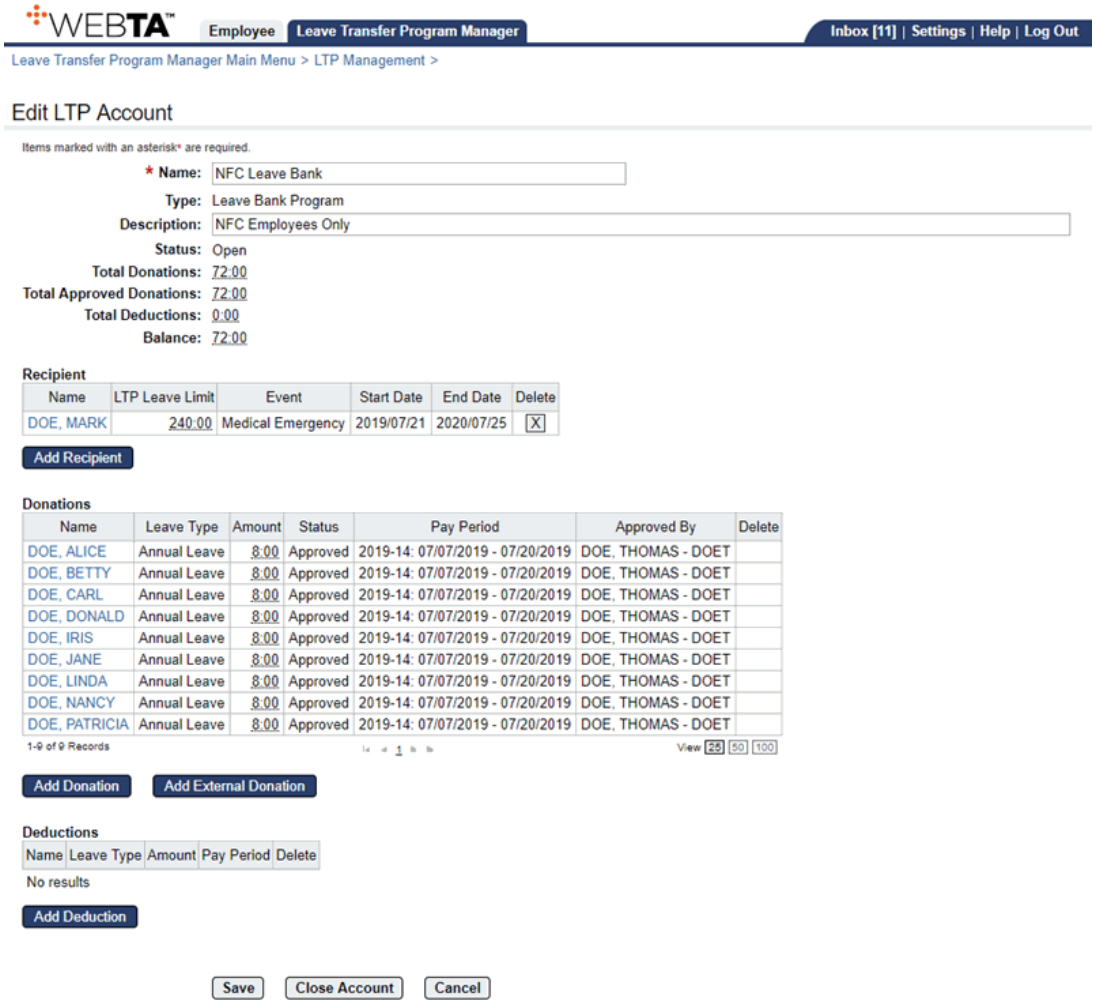

Figure 50: Edit LTP Account Page - Adding Recipient to Leave Bank

3. Select the **Add Recipient** button. The Select Recipient page is displayed.

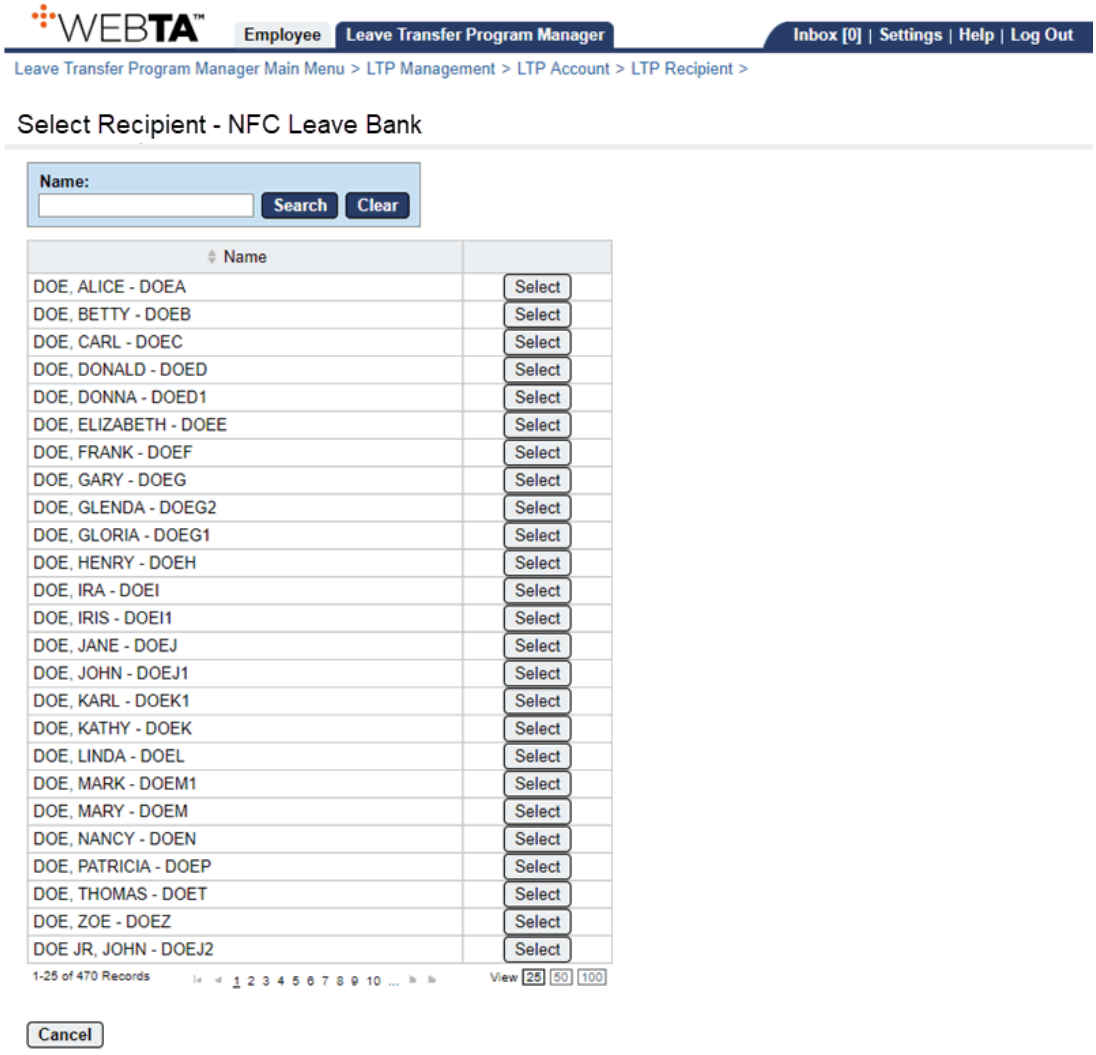

Figure 51: Select Recipient Page - Leave Bank

4. Select the applicable recipient.

OR

Enter the recipient's name and select the **Search** button. The search results are displayed. Select the applicable employee.

The LTP Recipient page is displayed with the recipient's name and position data listed.

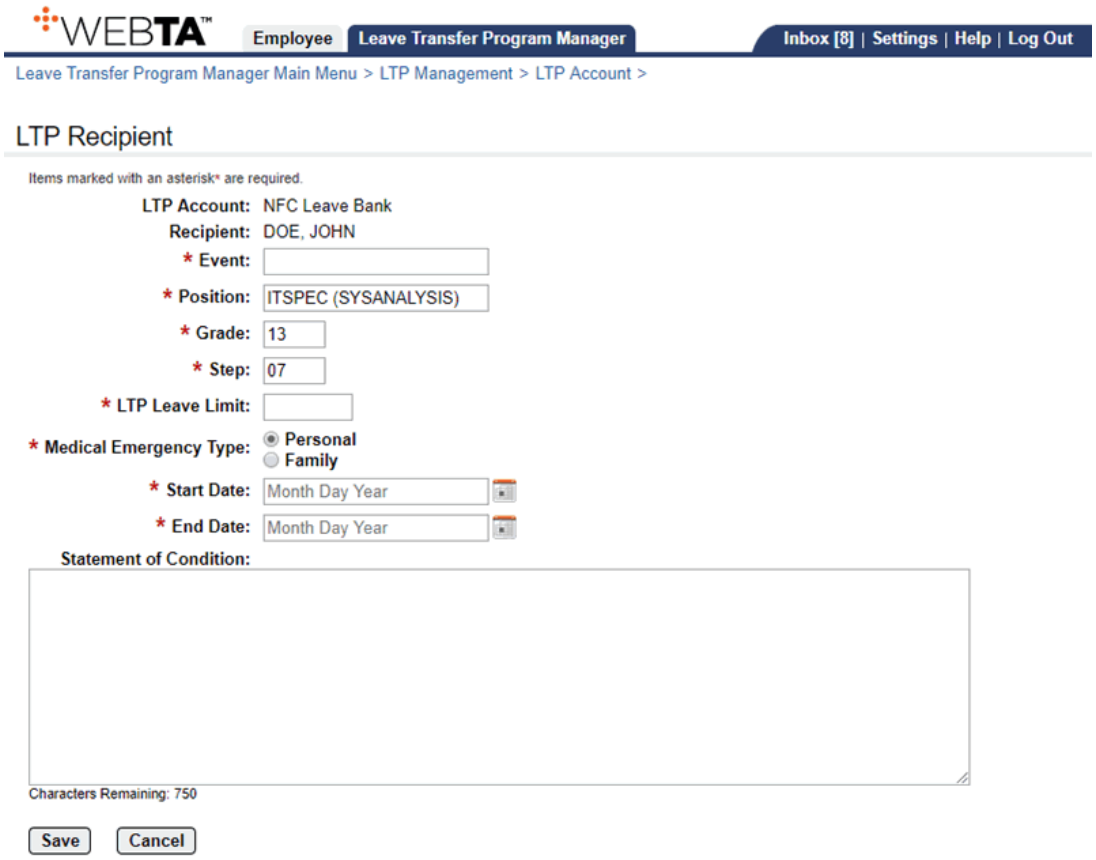

Figure 52: LTP Recipient Page - Adding Recipient to a Leave Bank

5. Complete the following fields:

Event (see "***Event Field Instruction (Required)***" on page 77)

LTP Leave Limit (see "***LTP Leave Limit Field Instruction (Required)***" on page 77)

Medical Emergency Type (see "***Medical Emergency Type Field Instruction (Required)***" on page 77)

Start Date (see "***Start Date Field Instruction - LTP (Required)***" on page 79)

End Date (see "***End Date Field Instruction - LTP (Required)***" on page 76)

Statement of Condition (see "***Statement of Condition Field Instruction***" on page 79)

Note: The Position, Grade, and Step fields are populated when the Recipient is selected.

6. Select the **Save** button. The message *Recipient saved* is displayed.

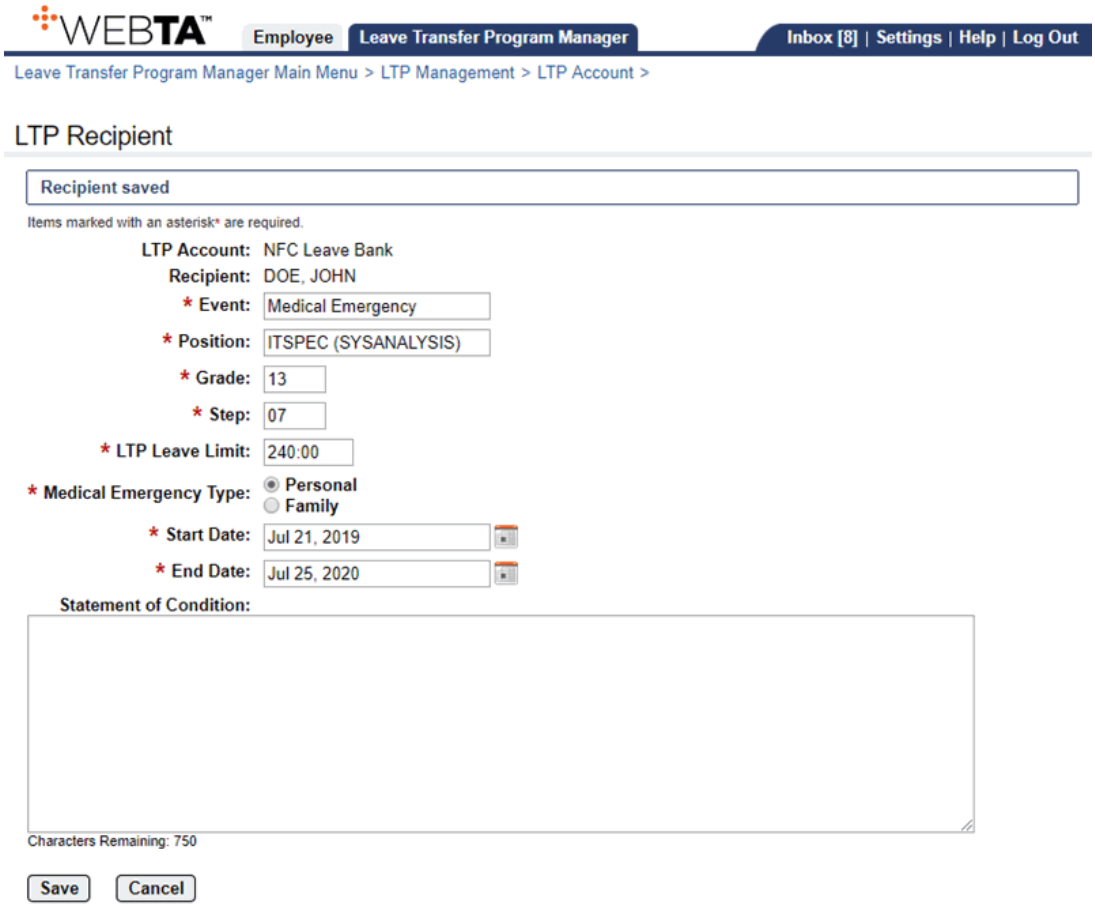

Figure 53: LTP Recipient Page - Recipient Added to Leave Bank

At this point, the following options are available:

Step	Description
Select the **Save** button	Saves any changes you may have made. You remain on the LTP Recipient's page. The message *Recipient saved* is displayed.
Select the **Cancel** button	Returns you to the Edit LTP Account page.
Select the ***Leave Transfer Program Manager*** tab	Returns you to the Leave Transfer Program Manager Main Menu page.

Emergency Leave Transfer Program (ELTP)

In the event of a major disaster or emergency as declared by the President that results in severe adverse effects for a substantial number of employees, the President may direct OPM to establish an ELTP.

In certain situations, OPM may also delegate an Agency to establish an ELTP. For more information on establishing a leave bank, see ***Establishing a VLBP Account*** (on page 57).

Field Descriptions and Instructions

This section contains the descriptions and instructions for the fields in webTA.

This section includes the following topics:

Account Field Instruction **75**
Amount Field Instruction - LTP Donation (Required) **76**
Approved Donations Field Description **76**
Balance Field Description **76**
Delete Field Description **76**
Description Field Description **76**
Donation Limit Waiver Field Instruction **76**
End Date Field Instruction - LTP (Required) **76**
Event Field Description **77**
Event Field Instruction (Required) **77**
Grade Field Instruction (Required) **77**
Leave Type Field Instruction - LTP Donation (Required) **77**
LTP Leave Limit Field Instruction (Required) **77**
Medical Emergency Type Field Instruction (Required) **77**
Name Field Description **78**
Password Field Instruction **78**
User ID Field Instruction - webTA **78**
Password Field Instruction - webTA **78**
Pay Period Field Instruction - LTP Donation (Required) **78**
Pending Donations Field Description **78**
Position Field Instruction (Required) **78**
Remarks Field Instruction **79**
Restoration Preference Field Instruction (Required) **79**
Start Date Field Instruction - LTP (Required) **79**
Statement of Condition Field Instruction **79**
Status Field Description - LTP **79**
Step Field Instruction (Required) **79**
Type Field Description **80**
User ID Field Instruction **80**

Account Field Instruction

Account
Select the **Search Account** button and choose the applicable accounting code from the list.

Amount Field Instruction - LTP Donation (Required)

Amount
Required field
Enter the amount of leave that you wish to donate.

Note: If you attempt to donate more hours than you have available for any given leave type, an error message will display.

Approved Donations Field Description

Approved Donations
Displays the number of approved donated hours.

Balance Field Description

Balance
Displays the number of hours remaining in the account.

Delete Field Description

Delete
Displays an **x** in a text box if the leave transfer account is able to be deleted.

Description Field Description

Description
Displays a description of the leave transfer account.

Donation Limit Waiver Field Instruction

Donation Limit Waiver
Select this box to override the leave donation limitation.

Note: If this box is checked, justification for the override must be provided in the Remarks box.

End Date Field Instruction - LTP (Required)

End Date

Required field
Enter the date that the Recipient must stop using the donated leave.

OR

Select the end date from the calendar icon.

Event Field Description

Event
Displays the event name of the leave transfer account.

Event Field Instruction (Required)

Event
Required
Enter an event name for the leave transfer account. This event must be established before a Recipient can use donated leave.

Grade Field Instruction (Required)

Grade
Required field
Enter the Recipient's grade.

Leave Type Field Instruction - LTP Donation (Required)

Leave Type
Required field
This field defaults to **`Annual Leave`**. Select the **Search Leave Type** button change the leave type being donated from **`Annual Leave`** to **`Restored Annual Leave`**.

LTP Leave Limit Field Instruction (Required)

LTP Leave Limit
Required field
Enter the maximum amount of leave that the Recipient may use.

Medical Emergency Type Field Instruction (Required)

Medical Emergency Type

Required field
Select the applicable medical emergency type. Valid values are **`Personal`** and **`Family`**.

Name Field Description

Name
Displays the name of the leave transfer account.

Password Field Instruction

Password
Enter your eAuthentication password.

User ID Field Instruction - webTA

User ID
Enter your webTA user ID.

Password Field Instruction - webTA

Password
Enter your webTA password.

Pay Period Field Instruction - LTP Donation (Required)

Pay Period
Required field
Select the applicable pay period for the donation from the drop-down list.

Pending Donations Field Description

Pending Donations
Displays the number of donations waiting to be approved or denied.

Position Field Instruction (Required)

Position
Required field
Enter the Recipient's position.

Remarks Field Instruction

Remarks
Enter any applicable remarks.

Restoration Preference Field Instruction (Required)

Restoration Preference
Required field
Select the applicable restoration preference from the drop-down list. Valid values are **`Restore to Current Leave Year`** and **`Restore to Next Leave Year`**.

Note: Unused leave may be donated to another recipient after it has been restored.

Start Date Field Instruction - LTP (Required)

Start Date
Required field
Enter the date that the Recipient may begin using the donated leave.

OR

Select the starting date from the calendar icon.

Statement of Condition Field Instruction

Statement of Condition
Enter an explanation of the Recipient's condition, if applicable.

Status Field Description - LTP

Status
Displays the status of the leave transfer account. Valid values are **`All`**, **`Non-Closed`**, **`Open`**, **`Close Pending`**, and **`Closed`**.

Step Field Instruction (Required)

Step
Required field
Enter the Recipient's step.

Type Field Description

Type
Displays the type of leave transfer account. Valid values are **`Emergency Leave Transfer Program`**, **`Leave Bank Program`**, and **`Voluntary Leave Transfer Program`**.

User ID Field Instruction

User ID
Enter your eAuthentication user ID.

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